

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU

Tel: 01242 583303 E-mail: katiemsales1@gmail.com

MINUTES: of a Parish Council meeting held in the Village Hall on Wednesday 11th February 2015 at 7.30pm.

PRESENT: Parish Councillors: Dawn Rimmer, Verity Edwards-Flaherty, David Broad, Nick Powell,
County Councillor Nigel Moore
Guiting Manor Amenity Trust - Mary Greenhill

IN ATTENDANCE: Kate Sales, Clerk

7 Parishioners

- 1) **To receive apologies for absence** - Apologies received Cllr Tolley
- 2) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).**
There were none declared
- 3) **To approve the minutes of meeting held on 14th January 2014.**
These were approved and signed.
- 4) **To hear representations from the public regarding any item on the Agenda.**
No representations were made.
- 5) **After agreement from Cotswold District Council the co-option of new members onto the Parish Council. Candidates are: Lisa Rose and Linda Miles.**
Both new councillors were successfully co-opted onto the council. They both were proposed by the Chair D Rimmer and seconded by Cllr Edwards-Flaherty. Both Cllr Rose and Cllr Miles signed their Declaration of Office and joined the council table to participate in the meeting.
- 6) **To consider and note planning applications and agree responses:**

For consideration

Tally Ho House, Cloud Hill, (14/05647/FUL and 14/05695/LBC) - Proposed replacement glasshouse including rebuilding of retaining wall.

Guiting Power Parish Council had no objections to this application.

For noting

Castlett Lodge Castlett Street (15/00098/COMPLY) - Alterations including a side extension, a replacement porch, two dormer windows and alterations to the adjoining barn - compliance with conditions 3 (samples) and 5 (details)

For information only - no formal consultation request has been sent to the Parish Council.

National Grid Wireless Foxhill Transmitting Station Guiting Power (15/00327/TELEC.) The Replacement of 3 no. existing antennas with 3 no. modern replacement antenna units and the installation of 3 no. additional

antenna units and 2 no. 0.6m transmission dishes, feeder cables, cable gantry support, and ancillary development thereto.

This was a late application and did not appear on the agenda but as it was for noting only it was mentioned.

Enforcement

There were none.

7) To receive an update on the recruitment of a Parish Tree Warden.

Chair reported that there was still no interest in this position but would continue to advertise.

8) To receive a report from the Parish Footpath Warden.

Geoff Cuthbert provided a comprehensive report for the council over the footpaths and passageways that need to be adopted. He has received the application form from the County Council and will carry on pursuing this matter. County Councillor Nigel Moore asked on a footpath that had been discussed at the May's meeting. This case was no further forward but the footpath warden informed everyone that the footpath rights had been there before the land became the ownership of the Trust. It was resolved that the footpath warden would email County Cllr Nigel Moore the relevant information and he would take it up at County level again.

9) Promotion of the Parish Council: to receive a progress update for the following areas & agree a way forward:

- Newsletter
The first edition was well received in the Parish. It was agreed that the second issue would try to be published before the General Assembly in May or otherwise before the Village fete.
- Facebook page
At present it was resolved that no action would be taken on this yet.
- Web page
After a discussion it was resolved that the parish council would have a page on the local community's website www.guitingevents.co.uk so that it can have a web presence and to enable it to fulfill its legal duties in publishing information. The option of a dedicated website for the parish council may be looked at again in the future.
- Twitter account.
At present it was resolved that no action would be taken on this yet. However the Chair informed the council that she had reserved the name '@guitingpowerpc' in case it was needed for future use.

10) Defib machine:

- To receive report regarding the maintenance and insurance of the machine. The clerk reported that the De-fib machine was covered for public liability under the council's insurance but not against theft and damage. An extra premium of around £9.12 per annum is needed to cover against loss or damage. This will be applied at renewal. There will be a £250 excess for any one claim. It was resolved to update the insurance to cover the machine. It was also resolved to go-ahead and purchase the maintenance contract from Community Heartbeat of £126 per annum. This had previously been resolved at the meeting on the 14th January (MINUTES 14/01/2015)

ACTION: Clerk to update insurance and sort maintenance contract

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11) To receive a report on the progress of the issue with the Royal Mail collection times.

Chair informed the meeting that after lengthy discussions with Royal Mail, they had now agreed to leave the collection time in the village at around 4pm and change the collection time at The Grange to 9am. Everyone was very pleased with this outcome and the Chair thanked County Cllr Nigel Moore for his input into this as well as the MP Mr Clifton-Brown who also made representations to Royal Mail on the parish's behalf as well.

12) To receive a report on the progress of the issue with the installation of superfast broadband & agree a way forward.

Geoff Cuthbert had been looking into this for the council and gave a very comprehensive report over what had been happening with the rollout of broadband to Guiting Power over the previous twelve months. Open Reach and Fastershire had kept extending Guiting Power's delivery date from April 2014 to June 2014 and then Dec 2014. At the end of last year Guiting Power was taken off the list to receive broadband and is now under review.

It was discussed that the existing slow speeds are not only detrimental to local business but it prevents residents from receiving the best competitive packages for television, telephone etc. In addition it also has an impact on house prices as the community's communication infrastructure is poor.

It was resolved that a public meeting should be called as Open Reach publically state that they will attend one to discuss problems. It was agreed that the Chair would contact the Chair at Temple Guiting whose parish also suffers with the same problem to see if they wanted to come on board.

ACTION: Chair to contact Temple Guiting Parish Council

Changes to Standing Orders - Openness and Transparency Regulations.

New regulations came in to force on 8.8.14 giving the public the right to film or record council meetings while they are taking place. Parish Council's existing Standing Orders need to be revised.

Proposal is that Council revokes Standing Order 4(l) which prevents the recording or filming of meetings without prior consent and amends to the NALC recommendation of:

'A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a. film, photograph or make an audio recording of a meeting;*
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;*
- c. report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.'*

It was resolved to revoke Standing Order 4 (l) and replace with the above recommendation. Council remain happy with the remaining Standing Orders.

ACTION: Clerk to update Standing Orders and circulate to all Councilors.

Independent Internal Audit & Regulations Update

- Policies required to be in place by end of financial year
Clerk reported that there were a number of policies that the parish council were lacking. However it was essential that new financial regulations should be in place by the end of the financial year at a minimum. It was resolved that the new financial regulations would be adopted from this meeting
- Implementation of Local Government Transparency Code for Smaller Authorities (December 2014) and what this means for Guiting Power Parish Council
This was discussed and it was resolved that the Clerk would liaise with Geoff Cuthbert about putting the relevant documents on the new parish council page of the [guitingevents](#) website in order to be compliant with publishing information.
- Independent Internal Audit
It was resolved to appoint GAPTC as the parish council's Independent Internal Auditor.
- Internal Finance controls procedures
The following procedure was discussed to *safeguard the council's funds and to minimize risk.*
Proposal is that checks should consist of a random sample of cheque stubs being checked against bank statements and invoices. Appointed councillor to then report back and the action will be minuted. Proposed number of check (on top of independent audit) is for only twice a year as the parish council has a small precept. Councillors take in turns at performing the checks. It was resolved that council accepted this control procedure and he clerk would look into drawing up a checking list for this purpose.

ACTION: Clerk to: finalize financial regulations and circulate approved document to all councillors; contact GAPTC to arrange audit; liaise with Geoff Cuthbert over parish council page on website; prepare checking document and internal controls procedure so they can be implemented at next parish council meeting; work through missing parish council policies and prepare drafts for council to consider

13) Data Protection - Registering with the ICO

Under the Data Protection Act of 1998 all parish councils should be registered with the ICO as they store personal information of non-councillors ,
It was resolved that the parish council would register and pay the annual fee of £35.

ACTION: Clerk to arrange registration and payment with ICO.

14) To receive a report on the progress of the Playground Project from the Playground Committee and agree its Terms of Reference.

It was resolved to accept the committees Terms of Reference.
Cllr Edwards- Flaherty informed the council that they had successfully received funding from the Big Lottery Fund of £9,950.
The expected budget subject to final quotations is around £25k +VAT.
The committee is meeting Touchwood the approved supplier next week to finalise discussions and timelines.

ACTION: Cllr Edwards-Flaherty to meet Touchwood. Committee to report back to council on progress at the next meeting.

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15) Cotswold District Local Plan Consultation.

Consultation document now available explaining the strategy for development across the District and detailed site allocations in sustainable settlements. Comments to be submitted by Friday 27th March 2015.

This document was discussed and it was resolved that the parish council had no comments to make.

16) To receive an update on concern over damage to verges and mud on the road at the development by YOICKS on Tally Ho Lane.

This had been cleaned up

17) To receive an update on the large gully and uneven road surfaces caused by sub contractors at Western Power laying underground power supply.

Chair informed council that she had spoken to the Project Manager at Western Power who had apologized for the problems. She informed the Chair that the contractors were on a two week deadline (9th Feb) to sort the problems out. It was noted that the contractors deadline had expired and work still wasn't complete. It was resolved that the Chair would chase Western Power again

ACTION: Chair to re-contact Western Power.

18) To receive correspondence and agree response

- **GRCC** - invitation to attend Neighbourhood Development Plans (NDPs) on Wednesday 25th March 2015 at Brockworth Community Centre 5pm – 8:30pm. No response required
- **Cotswolds Conservation Board** - seminar on road verge management for Parish Councils – Thursday 5th March, 10.00am, Adlestrop Village Hall. No response required.
- **Cotswold District Council** - Business Matters issue 17. For information only no response required.
- Cotswold District Council - invitation to attend commonwealth ceremony on 9th March 10am. Individual councillors to decide if they want to attend.

19) Finances

21.1 To receive the current state of accounts
These were received and approved.

GUITING POWER PARISH COUNCIL

ACCOUNTS

BUDGET v ACTUAL AS AT 30TH JANUARY 2015

Budget		Actual	Variance
£	Receipts	£	£
4904	carried forward	4904	0
3500	Precept	3500.00	0
0	Council Tax Support Grant	0.00	0
0	Interest	0	0
0	Other	2056	2056
0	Vat reclaim	0	0
8404	Total income	10,460	2056
Payments			
838	Staff costs	471	367
250	Admin expenses	232	18
400	Insurance	279	121
250	Audit fees	70	180
200	Meeting room hire	126	74
200	Subscriptions	0	200
200	Training	170	30
300	Maintenance costs	0	300
0	Donations	500	-500
0	Section 137	0	0
0	Reserve	0	0
0	VAT	15	-15
0	Other	2056	-2056
2638	Total Expenditure	£ 3,920	-1282
	Balance in hand	£ 6,540	

21.2 To approve payments
These were all approved

The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
558	K Sales	Clerk's Expenses - Jan 2015	LG(FP)A 1963 s.5	37.39
559	D.Rimmer	Expenses / Poppy wreath/Training	LG(FP)A 1963 s.5 / LGA 1972 s.137 / LGA 1972 S.111	138.00
560	Instant Print	Printing of Newsletter	LGA 1972 S.142	33.99

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To approve clerk's February salary at the contracted hours on scale SCP 19. (Authority LGA 1972 s.112 (2))

To approve overtime - from January 2015. 8 hrs at standard rate. To be incorporated into the February salary (Authority LGA 1972 s.112 (2))

These items were both approved.

It was noted that cheques numbered 540 to 544 have been cancelled and replaced by cheques 552 to 556 due to the signatories changing on the parish council's bank account. All payments had previously been approved and minuted. (MINUTES 14/01/2015 6)

21.3 Update on Lloyds Bank Acc mandates
Chair informed the council that the mandate had been authorised and the council were now in a position to sign cheques again.

22) For information only

Cllr Broad brought up the subject of the clearing of leaves on the footpaths in the village, particularly around Winchcombe Road, as they were becoming dangerously slippery. The Chair agreed to contact Bob Skillern at Gloucestershire Highways. Cllr Powell offered in the interim that he would clear the leaves himself. The Chair thanked him for his offer.

Cllr Edwards-Flaherty said she had spoken to the PSCO at Bourton Community Centre regarding concern from a member of the public that they had seen drug dealing taking place within local public houses and other locations. The PSCO said the individual had already been in touch with themselves. The PSCO said the police couldn't act unless there was some evidence, so suggested that concerned individuals may want to keep a diary of events as evidence to present to the police.

The Chair informed the meeting that the Plenty 20 signs to help reduce speeding have been erected at the entrance to the village. The traffic survey cables are also now in place and will record speed and the number of vehicles. This should help to determine whether the parish suffers from a speeding problem.

The Chairman concluded the meeting at 8.45pm and thanked everyone for their attendance. The next Parish Council meeting which will be the Annual General Meeting of the Parish Council will be held on the 20th in the Village Hall. The Annual Assembly will also be held in May on Wednesday 27th May.

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Chairman

.....
Date

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MINUTES: of a Parish Council Meeting held in Guiting Power Village Hall on Wednesday 20th May at 7.50pm.

PRESENT: Parish Councillors Dawn Rimmer, David, Broad, Nick Powell, Else Ogden, Lisa Rose

IN ATTENDANCE: Kate Sales, Clerk
4 Parishioners

Members of the public were welcomed to the meeting.

- 1) **To receive apologies for absence.**
These were received from Verity Edwards-Flaherty and Linda Miles.
- 2) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).**
There were none.
- 3) **To approve the minutes of meeting held on 11th February 2015.**
These were approved and duly signed as a true record.
- 4) **To hear representations from the public regarding any item on the Agenda.**
It was agreed that members of the public could ask questions as and when the relevant agenda item was heard.
- 5) **To consider and note planning applications and agree responses:**

For consideration

Green Field Hill Barn Guiting Power (15/01289/FUL) Demolition of existing agricultural barn and erection of replacement barn.

The parish council had no comments to make on this application.

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 .

The parish council had no comments to make on this application.

For noting

Tally Ho House, Cloud Hill, (14/05647/FUL and 14/05695/LBC) - Proposed replacement glasshouse including rebuilding of retaining wall.

It was noted that this application had been permitted by Cotswold District Council.

Castlett Farm Barton Lane Guiting Power (15/01290/AGFO) - Proposed agricultural storage building

It was noted that this application had been permitted by Cotswold District Council.

Land Adjacent To The Palace, Castlett Street (15/00576/FUL) - Provision of 384 photovoltaic panels on farm building

It was noted that this application had been permitted by Cotswold District Council.

Guiting Manor Farm Buildings Winchcombe Road (15/00585/FUL) - Provision of 384 photovoltaic panels on farm building

It was noted that this application had been permitted by Cotswold District Council.

Enforcement

There was no enforcement to note.

6) To receive a report on the progress of the Playground Project from the Playground Committee.

Mr Rimmer reported on behalf of the committee. The project was running to time and budget. A safety inspection was due imminently and then the playground would be handed over. It was decided that the playground would be roped off for a few days to allow the grass to recover. The official opening would be on the 20th June at the Parish fete but a soft opening for donors and people involved would be held before.

Mr Rimmer said the project had surplus funds so at a future date the committee should consider what other works could be carried out in the playground.

It was discussed that a Disclaimer notice should be displayed with information showing where the nearest phone box was, the location of the site and the maintenance officer's contact details. It was thought another sign was needed to say thank you to donors and to display the Lottery funding logo, who had given a large proportion of funds towards the project.

It was also agreed that regular maintenance checks should be carried out. On handover a maintenance checklist would be provided. It was resolved that this procedure would be agreed at the next Playground Sub Committee meeting.

The Chair thanked the committee for all their hardwork on the project.

The Clerk informed the meeting that increasing the insurance to cover the new playground equipment would add an extra £112 per annum to the premium, and before the playground would be insured the council needed to have a site safety inspection report in their possession. The council agreed that this was a necessary expense and resolved to pay.

7) To receive an update on the recruitment of a Parish Tree Warden.

No recruitment had taken place and it was agreed for this to be an agenda item at the next meeting.

8) To receive a report from the Parish Footpath Warden.

The footpath warden reported that all repairs had been carried out by Cotswold District Council. He informed the council that only signage and bridges would probably be maintained now.

He informed the council that the passageway between Winchcombe road and Castlett Street looked less likely to be approved.

9) Highways Update

Bob Skillern sent an update on the following:

- **20 is plenty signs being moved around to include Tally Ho Lane**

They are on the list to move. However he is more than happy for the parish council to move them if they so wish.

- **Traffic survey results**

A traffic survey was carried out between the 6th and 12th of February 2015. The survey was carried out by means of Automatic Traffic counter Rubber Tubes at 3 sites within the village. The survey showed that the mean mph at all 3 sites was under the 30mph speed limit in the village. The east site had a mean speed of 25mph, the central 16.8mph and the west 22.3mph.

Parishioners felt that speed was still a problem in the village. The Chair told the meeting that the survey results would make Highways conclude there wasn't a problem. However she agreed that the parish council would come back to this on an annual basis.

- **White line refreshment in village square**

Bob Skillern reported that this should have been done by now and he would chase the contractor again.

10) Promotion of the Parish Council: to receive a progress update:

- **Newsletter**

The Chair reported that the second newsletter had gone to press. It was decided to continue with the bi-yearly issues with one around May to inform people of upcoming summer events and the other in the Autumn to cover Christmas events. The Chair asked for people to continue to send in contributions.

- **Web page**

The clerk informed the council that this still needed doing and would ensure that it would be done before the 30th June deadline required for the council be compliant with the new transparency code.

11) Update on issue of the installation of superfast broadband and meeting with Fastershire

The Chair informed the meeting that a joint public meeting between Guiting Power and Temple Guiting had been held in the Church and 124 people had attended.

Representatives from the Fastershire project were there to answer questions. The outcome of the meeting seemed to be that if the parishes wanted faster broadband then they would have to pay privately for it. BT had been approached for a quote and had supplied one at around £56k.

Another meeting between interested parties and BT took place and the Project Manager Colin Brooks is now involved. BT will undertake a more detailed study and provide a further quote in the next two weeks.

Meanwhile following the meeting it was decided that a database of all the parties who had expressed support would be a useful way of keeping people up-to-date.

It was agreed that a donation of £10 would be given to the Church as a contribution towards the heating. A cheque to be made out to Guiting Power PPC.

12) Parish Events

- **Bonfire Night**

After discussion it was resolved that the parish council would pay £250 towards a bonfire and fireworks event for the parish on the 5th of November. The clerk read out a list of requirements from the insurance company and it was felt that the conditions would all be met.

- **Village Fete**
This is to be held on the 20th June and the official opening of the playground will take place. Cllr Nigel Moor has agreed to officially open the site.
- **Annual Assembly**
This is to be held on the 27th May at 7pm. Everyone was welcome to attend. Cllr Powell agreed to organise the purchasing of the light refreshments and the council agreed to support the event with the same budget as last year.

13) To receive an update on the verge situation at the development by YOICKS on Tally Ho Lane.

Bob Skillern sent an update explaining that Harry Roberts from Cotswold District Council had been to visit the site and requested that the disputed areas be returned to grass, this was refused. The owner had subsequently written to Mr Skillern citing his reasons why the gravel should stay. A further update will be sent once a site meeting has taken place.

Parishioners felt that it would be a good idea to endorse Cotswold District Council and Gloucestershire Highways views. It was therefore agreed that Cllr Rimmer would write to Mr Skillern informing him of the Parish Council's full support .

14) Update on verge repairs following Western Power's underground scheme works

The burying of cables is due to take place imminently and the verge repairs by the playschool have been carried out. The new replacement salt bin has been supplied. The council will look into whether the old bin is repairable and useable. If it is it will be kept in storage until the next parish council meeting where it can then be decided where it could be situated.

15) Dog fouling concerns in Parish

Parishioners were concerned about the amount of dog mess around and that dog bags had been dumped in the litter bin in the children's' playground.

The clerk informed the meeting that it would cost £210+VAT to purchase and have installed each new dog bin. There was a lot of discussions around where new dog bins might be best situated. A proposal was made for the bottom of Well Lane where it turns into a footpath. It was decided that between now and the next meeting someone would monitor the usage of the dog bin by the village hall and if it wasn't get a lot of use it might be re-situated down to the entrance of the playground. In the interim a sign would be put on the bin in the playground deterring people to dispose of their dogs bags there.

The clerk to also look into whether an increase in the number of bins the parish has would incur any additional costs for emptying.

16) Welcome Pack for new villagers

A sheet with useful information and contact numbers would be created for new villagers. Cllr Ogden to prepare a draft document for the next meeting.

17) Street Cleansing - leaves around Post Office Corner and Piccadilly

The Clerk informed the meeting that Cotswold District Council had informed her that this had taken place. Cllr Broad stated that he believed The Trust used to clear the Green. The meeting was informed that this land did not belong to The Trust so they had no obligation to do so.

18) Cheery Club Grant

It was resolved that funds permitting the Parish Council would like to provide a grant to the Cheery Club, however it was agreed to defer the final decision until the next parish council meeting.

19) To receive correspondence and agree response

- GAPTC - Emergency Planning Information - contact numbers. *All councillors were provided with the information.*
- Grant Thornton Newsletter on Transparency & Audit procedures - *no response needed.*
- Letter from NALC Chairman - *no response needed.*
- GAPTC - information workshop on 8th June covering The Sustainable Communities Act and the LCAS - *no response needed.*
- Amey Gloucestershire - PROW (Public Rights of Way) Free Volunteer Training Day 29th May. *This information was given to the footpath warden.*
- Blocked access on public footpath. *This has been forwarded onto Naunton Parish Council.*
- Cotswolds AONB Landscape Strategy and Guidelines - survey of use questionnaire
- Invitation to Cotswold Tree Warden Group 2015 Conference on 20th June at 9.45 – 16.45 - £15 pp - *no response needed.*
- Powerfreestyle Kickboxing request for Grant from the Constable's Piece Charity - *this to be held over until the charity meets.*
- Rainbows request for grant from the Constable's Piece Charity - *this to be held over until the charity meets.*
- Historic Town Forum newsletter - *no response needed.*

20) Finances

21.1 To receive the current state of accounts

These were duly signed and approved as an accurate record

GUITING POWER PARISH COUNCIL					
BANK RECONCILIATION AT 30 APRIL 2015					
Period to 30 April 2015					
Lloyds Current Acc: 00896036				£	£
	Balance per statement			£ 10,650.26	
	Outstanding receipts				
	NIL			£ -	
	Less unrepresented chqs				
	565	£	50.00		
	568	£	145.65	£ 195.65	
	Balance			£ 10,454.61	
Scottish Widows Acc					
	Balance per statement*			£ 2,903.53	
	Outstanding receipts				
	NIL			£ -	
	Less unrepresented chqs				
	NIL			£ -	
	Balance			£ 2,903.53	
Total Balance					<u>£13,358.14</u>
Cash book Summary					
	Opening Balance 01.04.15			£ 17,986.12	
	Add receipts to date			£ 2,625.00	
	Less payments to date			£ 10,156.51	
	Cash Book Balance			£ 10,454.61	
Balance per Scottish Widows acc				£ 2,903.53	
Reconciled Balance					<u>£13,358.14</u>
* No bank statements recived since 31.12.15					
Signed by Chairman					
Responsible Finance Officer					
Date					

GPPC EXP vs BUDGET 2015-16			GUITING POWER PARISH COUNCIL						
			Actual	Antic.	Total	Spend vs	Actual	Antic.	Total
			Spend	Spend	Spend	Budget	Income	Income	Income
		Budget	to	from	to	to	to	from	to
		2015/16	30.04.15	01.05.15.15	31.3.16	31.3.16	30.04.15	01.05.15	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							0.00	5488.00	5488.00
Other							0.00	3000.00	3000.00
TOTAL		3500.00							
Staff Costs		1250.00	145.65	1986.00	2131.65	881.65			
Admin expenses		350.00	0.00	268.00	268.00	-82.00			
Insurance		400.00	0.00	316.47	316.47	-83.53			
Audit Costs		250.00	0.00	80.00	80.00	-170.00			
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	0.00	170.00	170.00	-105.00			
Maintenance costs		400.00	252.00	148.00	400.00	0.00			
Donations		500.00	0.00	500.00	500.00	0.00			
section 137		20.00	0.00	20.00	20.00	-480.00			
Equipment		0.00	7988.03	19560.00	27548.03	27528.03			
Newsletter		120.00	0.00	120.00	120.00	120.00			
VAT Paid		0.00	1648.01	3800.00	5448.01	5328.01			
Other		0.00	0.00	0.00	0.00				
Reserve		4947.00	0.00	0.00	0.00				
TOTALS		8962.00	10156.51	27298.47	37454.98	32939.98	2625.00	9363.00	11988.00
Reserves as at 1.4.15					£ 17,986.12				
Income during year					£ 11,988.00				
Plus Scottish Widow acc					£ 2,903.53				
Expenditure during year					£ 37,454.98				
Antic. reserves at year end					-£ 7,480.86				

21.2 To approve payments
These were approved.

Payments made between meetings				
Chq no	Payee	Purpose	Auth	Cheque value
564	Touchwood Enterprises	1st instalment for playground equipment	PHAAA 1907 s.76(1)	958.64
565	Gloucestershire Playing Fields Ass	Subscription	LGA 1972 s.143	50.00
566	Community Heartbeat	Maintenance contract for Defibrillator & new battery	PHA 1936 s234	302.4
567	GAPTC	Subscription	LGA 1972 s.143	72.82
568	K Sales	Clerk's Salary Feb & Mar 15	LGA 1972 s.112 (2)	125.10

The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
569	K Sales	Clerk's Salary - April 15	LGA 1972 s.112 (2)	147.18
570	K Sales	Clerk's Expenses - Feb-Apr 15	LG(FP)A 1963 s.5	62.13
571	K Sales	Clerk's Salary - May & overtime up to April	LGA 1972 s.112 (2)	As at agreed rate & hours
572	PATA	Payroll services - Jan -Mar 15	LGA 1972 s.111	25.50
573	GAPTC	Independent Internal Audit - 2014/15	LGA 1972 s.111	80.00
574	Broker Network Ltd	Insurance	LGA 1972 s.111	316.47
575	Pete Weale	Paint for swings refurbishment	LGA 1892 s.8(1)(i)	28.26
576	Wicksteed Playgrounds Ltd	Refurbishment of swings	PHAAA 1907 s.76(1)	471.32
577	GAPTC	Being a better Councillor course	LGA 1972 s.111	95.00

As agreed in item 11 on the agenda a payment to Guiting Power P.C was approved.

22.2 To note payments received

It was noted that the first payment of the 2015/16 precept had been received of the amount £2625.00.

Grant of £1000 from Gloucestershire Playing Fields Association towards the Play ground had also been received.

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.

A parishioner pointed out that the kerbing stones by the post office were damaged. The Chair agreed to contact Gloucestershire Highways to see if they could be repaired.

22) Staff performance review

This item was moved to the end of the meeting as it was confidential item and so closed to members of the public.

In summary the clerk had successfully passed her probationary period and her contract would be extended to 3 hours per week from the 1st June. The hours would be looked at again at the annual review in November.

The Chairman concluded the meeting at 9.00pm and thanked everyone for their attendance. The next parish council meeting will be held on Wednesday 12th August 2015 at 7.30pm.

.....
Chairman

.....
Date

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
Tel: 01242 583303 E-mail: katiemsales1@gmail.com

MINUTES: of the **Annual Meeting** of the Parish Council held in
Guiting Power Village Hall on Wednesday 20th May at 7.30pm.

PRESENT: Parish Councillors Dawn Rimmer, David, Broad, Nick
Powell, Else Ogden, Lisa Rose

IN ATTENDANCE: Kate Sales, Clerk

4 Parishioners

The Public are welcomed to attend this meeting but there will be no public participation.

1) To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.

The meeting was opened by the previous Chairman Dawn Rimmer. Cllr Rimmer was proposed again by Cllr Broad and seconded by Cllr Powell. Cllr Rimmer accepted and her Declaration of Acceptance of Office was signed and received and she took over the Chair.

2) To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office

Cllr Powell was proposed by Cllr Rimmer and seconded by Cllr Broad. He accepted and his Declaration of Acceptance of Office was signed and received.

3) To receive the Declaration of Acceptance of Office from newly elected councillors

These were signed and accepted. It was resolved to accept Cllr Edwards-Flaherty and Cllr Miles Declaration of Acceptance of Office forms at the next meeting.

4) To receive apologies for absence

These were received from Verity Edwards-Flaherty and Linda Miles.

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

None were made

6) To approve the accounts for 1st April 2014 - 30 March 2015, note internal auditors report and recommendations. Submit accounts to Grant Thornton for Audit.

These were duly signed and approved. It was agreed that they showed a true record and it was resolved that they were ready to submit for Audit. (A record of the accounts is attached to the minutes.)

- 7) To approve and adopt the Standing Orders for Guiting Power Parish Council.**
After discussion these were approved and it was resolved to adopt them as there had been no changes since they were adopted in February 2015.
- 8) To approve and adopt the Financial Regulations for Guiting Power Parish Council.**
After discussion these were approved and it was resolved to adopt them as there had been no changes since they were adopted in February 2015.
- 9) To appoint an Internal Auditor for 2015/16.**
After discussion it was resolved to appoint GAPTC as the Internal Auditor for 2015/16, again subject to there being no significant increase in the cost compared to the 2014/15 prices.
- 10) To review Committee Structures and to appoint members to serve on the under mentioned Committees:**
(a) Playground Committee
(Note: In accordance with Standing Orders the numerical composition of Committees shall be decided at the Annual Meeting of the Parish Council).
This was reviewed and agreed that the number on the committee would stay the same. Lisa Rose was proposed by Cllr Broad and seconded by Cllr Powell to be Chair and Cllr Rimmer vice-chair.
- 11) To review the Committee terms of reference.**
These were reviewed and it was resolved they would stay the same.
- 12) To review the Council asset register**
After discussion it was agreed that the current asset register was an accurate record. However the goal posts that were listed needed to be removed as the parish council no longer had them. It was also agreed that once the playground was finished the register should be updated to reflect this.
- 13) To review the Council insurance policy and discuss alterations if necessary.**
This was reviewed and considered adequate cover. After discussion it was resolved to renew with the existing insurer as the council. Once the new playground was finished the insurance would need updating to provide sufficient cover.
- 14) To review and make arrangements to affirm eligibility for the General Power of Competence.**
As the council meets all of the eligibility criteria for using the General Power of Competence (i.e the clerk is CiLCA qualified and over two thirds of the council were elected), it was resolved that the council would adopt this Power. Unless the council's eligibility changes during the next term the council will hold this Power until the next election.

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
Tel: 01242 583303 E-mail: katiemsales1@gmail.com

15) To review and decide on amendments to Council policies –

a) Complaints policy

b) Freedom of Information requests

It was resolved that the council did not have adequate policies in place for the above. The clerk to prepare policies.

16) To fix the dates and times of ordinary meetings of the Council and Committees for the up-coming year.

It was agreed that the council would continue to hold their meetings on a Wednesday. The next meeting will be held on Wednesday 12th August 2015. After discussion it was agreed that maybe the council should meet every other month. It was decided that this would be an item for discussion at the next meeting.

The Clerk to prepare and circulate a calendar of dates.

The Chairman concluded the meeting at 7.50pm and thanked everyone for their attendance. A parish council meeting followed immediately after this meeting.

.....
Chairman

.....
Date

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. G5L3 8DU
Tel: 01242 583303 E-mail: katiemsales1@gmail.com

MINUTES: of a Parish Council Meeting held in Guiting Power Village Hall on Friday 17th July at 7.30pm.

PRESENT: Parish Councillors Dawn Rimmer, David Broad, Nick Powell, Else Ogden, Lisa Rose, Verity Edwards-Flaherty

8 Parishioners

Members of the public were welcomed to the meeting.

1) To receive apologies for absence.

- a) Cllr Linda Miles
- b) Kate Sales, Clerk

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

- a) None

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

- a) A discussion was held regarding item 4) on the Agenda with a number of parishioners expressing their views regarding the planning application and the work done.
- b) It was noted that the application is in two parts – alteration to ACCESS and alteration to PARKING. There was no objection to the ACCESS amendments.
- c) It was noted that the developer felt he had complied with GCC requests regarding reparation work.
- d) There appeared to be misunderstanding regarding GCC jurisdiction/requirements.

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

For consideration

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

It was unanimously agreed to object to this planning application using the following comments:

1. Alteration of **access** from original planning consent to form two separate gated accesses & driveways separated by a grass verge.
 - a. We have no objection to this amendment to the original planning consent.
2. Alteration of **parking arrangements**.
 - a. This is the section to which we strongly object.
 - b. The original consent allowed (and demanded) sufficient parking within the property boundary of which there is now plenty as shown on the plans.

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. G5L3 8DU
Tel: 01242 583303 E-mail: katiemsales1@gmail.com

- c. We do not agree that there is any necessity for the laying of a large proportion of public land outside the property boundary to stone chippings to allow further substantial vehicular parking (as highlighted in orange on the attached plan). This action is not in keeping with the surrounding area and, if additional parking is occasionally required, there are plenty of public parking areas around the village. Our Parish Plan specifically supports the maintenance of grass verges throughout the village to avoid suburbanisation.
- d. We would request that the majority of the roadside verge is reinstated to turf, excluding immediate vehicular/pedestrian access to the access gates of each property, as highlighted in orange on the attached plan & agreed by email on 3rd June by Bob Skillern (Highways, GCC).

5) 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.

None.

The Chairman concluded the meeting at 8.00pm and thanked everyone for their attendance. The next parish council meeting will be held on Wednesday 12th August 2015 at 7.30pm.

.....
Chairman

.....
Date

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. G5L3 8DU
Tel: 01242 583303 E-mail: katiemsales1@gmail.com

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
2015					
November	Wednesday	18-Nov	Guiting	Full Parish council Meeting	7.30pm
2016					
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.

GPPC 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
TOTAL		3500.00								
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				
TOTALS		8962.00		33196.65	4428.00	37624.65	33109.65	24984.55	1225.00	26209.55
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				

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

20.2 To approve payments

The following payments were approved.

Payments made between meetings				
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

Chq no	Payee	Purpose	Auth	Cheque value
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.

.....
Chairman

.....
Date

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. G5L3 8DU
Tel: 01242 583303 E-mail: katiemsales1@gmail.com

MINUTES: of a Parish Council Meeting held in Guiting Power Village Hall on Wednesday 14th October 2015 at 7.30pm.

PRESENT: Parish Councillors , Nick Powell, Lisa Rose, David Broad and Dawn Rimmer and Linda Miles

IN ATTENDANCE: Kate Sales, Clerk

8 Parishioners

Members of the public were welcomed to the meeting.

The Chair informed the meeting that due to unforeseen circumstances the presentation from Gloucestershire Fire & Rescue Service on their 'Free Home Safety Check ' initiative had been cancelled. She apologised for any inconvenience and said that it would be re-scheduled in the New Year.

AGENDA

- 1) To receive apologies for absence.** These were received from Verity Edwards-Flaherty and Else Ogden.
- 2) To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** Cllr Rimmer declared an interest in the enforcement issue under item 6 of the agenda.
- 3) To approve the minutes of the Parish Council meeting held on the 12th August 2015.** These were approved and duly signed as a true record.
- 4) To hear representations from the public regarding any item on the Agenda.**
Parishioners voiced concerns over the amount of dog fouling that was occurring in the recreation field and playground. They asked the council whether they would consider more prominent signage, especially at the Old Police Station entrance. The Chair explained that the new playground sign clearly emphasised that dogs were not allowed. The council felt that more signs would not make a significant difference as dog walkers were either responsible or not.

The Clerk told the meeting that dog fouling was now a public order offence and fell under the anti-social behaviour laws. However it is very difficult to get a successful prosecution as you have to show evidence of the act being carried out. A parishioner asked whether dog fouling on the playground land would fall under this act as it is technically private land gifted for use by the parish. The clerk was unsure of this matter and agreed to look into it.

The Chair urged parishioners to be vigilant and told the meeting that residents could report any offence they saw direct to Environmental Health at Cotswold District Council themselves.

Additionally the Chair informed the meeting that the parish council was seeking extra funding from Cotswold District Council so they could acquire another dog litter bin and signage if available.

5) Updating the OS map - report by Geoff Cuthbert

The meeting was informed that when the map for the newsletter was created the information should be passed onto the emergency services as residents in the past have had emergency vehicles knocking on doors as they were unable to find certain properties within the parish. Following enquires at Ordnance Survey (OS) the Fire Service and all the emergency services receive data from the OS at the base mapping level.

The Parish Council is eligible under the Public Mapping Agreement for free or heavily discounted access to the mapping and postcode data and once they have joined there is a process to submit corrections etc which would ultimately flow to the Emergency Services.

The Parish Council thanked Mr Cuthbert for his research and it was agreed at the meeting that the Parish Council would register with Ordnance Survey for the Public Order Mapping Service and Mr Cuthbert would work with the parish council on updating the data.

6) To consider and note planning applications and agree responses.

The following applications were noted by the council.

For consideration

Guiting Manor Nursery School Church Lane Guiting Power (15/03890/FUL) - Addition of outside open-sided shelter in playground. The Parish Council had no comments to make on this application.

For noting

3 The Square Guiting Power (15/03290/LBC)

Listed Building Consent for Addition of a porch canopy over the front entrance door. Application permitted by Cotswold District Council.

Public Right of Way Modification Order (Ref: 573/11/103(1)). Additional footpath in Guiting Power.

Enforcement

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

It was noted that parish council were waiting to see the enforcement order before they could proceed or comment on this item.

7) Playground Maintenance Inspection - the council received the following update from Cllr Rose

The playground is proving a huge success with children and their families enjoying the equipment regularly.

Now we need to keep this area clean and safe, and make sure all the equipment is kept in good condition. When Touchwood finished their work, they gave us booklets containing maintenance and warranty guidelines. The main maintenance check is an annual one, but I don't see any reason not to make it a twice yearly event. I will of course be enlisting the help of more practical minds to help me out! There is also a 5 or 10 year warranty on different components of the structures and after a year a free inspection

can be arranged with Touchwood on all wooden structures provided they are cared for properly.

I personally check the play equipment weekly and I'm sure others keep an eye out when they are passing. To my knowledge there have been no comments from the public.

There has been one potential situation where a number of teenagers gathered on the playing field one Friday evening and left a mess behind. Fortunately, the site was cleared early the next morning and I checked the equipment again later on. A party of social committee members dug the sandpit over thoroughly the following weekend but nothing untoward was found.

The only other potential issue we may have is that dog footprints appear in the sand from time to time - we'll have to keep an eye on this.

Mr Peter Weale is doing a sterling job of mowing the playground area and making it look tidy and cared for. Many thanks to him.

If anyone wished to see Touchwood's booklets or the maintenance record - I have them here.

The Chair thanked Cllr Rose for her report and her commitment to continue with the ongoing playground inspections.

8) War Memorial Trust Grants update from Cllr Powell

Cllr Powell informed the meeting that following his research grants were available from Historic England and could cover up to 75% of any maintenance work carried out on the memorial.

Before an application could be submitted a condition survey needed to be carried out - this could incur a hefty cost to the council.

After discussion it was decided that the memorial itself presently looked fine and the only area that needed work on was the stones on the wall around the memorial. It was felt that this work would incur minimal expense to the council and would not be covered by a grant. It was decided that the council would go ahead and get a quote from a local stone mason for the work and the application to Historic England would be put on hold until such a time that the actual memorial needed maintenance.

The Chair thanked Cllr Powell for the time he had spent on the Historic England grant research.

Cllr Rose to obtain quotes.

9) Highways Update The following report was sent in from Bob Skillern

- **Yoicks, Tally Ho Lane.**

Bob Skillern met with the developer to discuss the Highway issues on this verge and the Parish Councils concerns and have agreed some additional top soiling/turfing work should be undertaken to reduce the area of gravel. He has not insisted on complete removal of the gravel, but believes the work he has requested the developer to undertake will address his concerns and should be adequate to satisfy the Parish Council.

- **Mirror on Post Office corner**
The Chair informed the meeting that there was no news yet on this item and agreed to follow it up.
- **Kerb on post Office corner**
Bob Skillern checked the Amey work records and this repair has been undertaken.
The Parish Council felt it had not been done and will contact him to let him know.
- **Drains**
Bob Skillern's report stated that the gully emptying contractors website shows that the gullies were emptied on the 27th July 2015 and although some contained varying amounts of silt, they were all cleaned and no defects reported.
The Parish Council felt since July the gullies seemed to have filled up again especially on the Winchcombe Road. The Clerk will report this back to Highways.
- **Cycling**
Following the tragic accident in the village over the summer the Chair had asked for guidance about road closures/marshals during large scale cycle/running events.

There are two types of cycle events formal cycle races and sportive type events.

Formal cycle races are governed by legislation (Cycle Racing on the Highways Regulations 1960) whereby the organiser has to request permission from the police to hold the event and has certain criteria that have to be met. These are large scale events which there aren't many of.

The other type, sportive events are a short to long distance, organised mass participation cycling event and are the sort of events that are promoted as fund raisers for charities etc. These are not covered under the above legislation and road closures do not have to place unless they are on a huge scale.

With these types of events there is not a lot that can be done apart from to try and encourage/advise organisers where marshals would be best placed along the route.

- **TTRO 1258 Castlett Street - Road closure for Western Power**
The Chair had been in contact with Western Power to find out when the road works would be finished.

Western Power has apologised for the inconvenience caused and agreed the road is untidy. They have requested a road sweeper and have also have requested the road marking contractor return to complete their work.
- Finally Bob Skillern's report informed the meeting that Highways plan to undertake the kerbing, drainage improvement and creation of formal passing places between Barton Bridge and Moor Cottage. This will be undertaken using a full road closure between 4th and 15th January 2015.

10) Bonfire Night - update

- **Insurance cover & requirements** - the Clerk informed the meeting that the insurance company had been informed about the event and they had agreed to reduce the 100 metre distance for the fireworks to 90metres. Part of the insurance agreement was that the insurance company needed sight of a full risk assessment 14 days prior to the event.
- **Risk assessment** - Cllr Miles informed the meeting that a risk assessment had been compiled and would be undertaken in the next couple of days.

Cllr Miles to finalise/complete the risk assessment and send to the clerk. Clerk to forward this to the insurance company within the deadline specified.

11) Dog fouling - update

This was covered in item 4 on the agenda so no further discussion took place.

12) Revised Welcome Pack for new villagers - update from Cllr Ogden

The Chair thanked Cllr Ogden for her work on this item. It was agreed that the new PCSO information should be amended and that information on the milk and coal deliveries should be added.

Cllr Ogden to update and take ongoing responsibility for ensuring information is up to date.

13) Winter Hedgerow and Tree Planting - applications for free trees

Clerk to enquire whether the offer was still available.

14) Location of new salt bin

It had come to the Parish Council's attention that there used to be a salt bin on the junction of Critchford Lane & Castlett Lane. It was decided that the new salt bin should be sited near that location.

The Council will look at funding next year to see if any more salt bins can be purchased.

The Chair to organise the new bin being situated.

15) Update on Superfast Broadband

The schedule for rollout from Gigaclear had been delayed and should be published later this month. The Chair urged residents to register an interest in the Broadband to ensure the parish stayed high on Gigaclear's list.

16) Governance & Policy - new policies to be considered

- Final draft of the internal control policy for adoption (as discussed at 11th February 2015 meeting). It was resolved to adopt this policy.

17) To receive correspondence and agree response

Clerks & Councils Direct - September 2015 - for information only

Thank you letter from Gloucestershire Archives re donation - for information only

GCC Draft Local Transport Plan Consultation - clerk to circulate website link so councillors can view information

18) Finances

18.1 To receive the current state of accounts

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

Guiting Power Parish Council

GPCC EXP vs BUDGET 2015-16			GUITING POWER PARISH COUNCIL						
			Actual	Antic.	Total	Budget vs	Actual	Antic.	Total
			Spend	Spend	Spend	Spend	Income	Income	Income
		Budget	to	from	to	to	to	from	to
		2015/16	30.09.15	01.10.15	31.3.16	30.09.15	30.09.15	01.10.15	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	100.00	5392.61
Other							17107.44	69.00	17176.44
TOTAL		3500.00							
Staff Costs		1250.00	976.67	869.12	1845.79	-595.79			
Admin expenses		350.00	144.55	205.45	350.00	0.00			
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	122.82	60.00	182.82	67.18			
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	60.00	440.00	500.00	0.00			
section 137		20.00	0.00	20.00	20.00	0.00			
Equipment		0.00	25688.19	0.00	25688.19	-25688.19			
Newsletter		120.00	38.99	80.00	118.99	1.01			
VAT Paid		0.00	5329.25	100.00	5429.25	-5429.25			
Other		0.00	365.71	0.00	365.71				
Reserve		4947.00	0.00	0.00	0.00				
TOTALS		8962.00	34260.60	2172.57	36433.17	-32052.46	25900.05	169.00	26069.05
Reserves as at 1.4.15					£ 17,986.12				
Income during year					£ 26,069.05				
Plus Scottish Widow acc					£ 2,903.53				
Expenditure during year					£ 36,433.17				
Antic. reserves at year end					£ 10,525.53				

18.2 To approve payments

The following payments were approved.

Payments made between meetings				
594	The Sign Maker	Playground sign	LA 2011 s1-5	297.24 ¹
595	Gloucestershire Archives	Donation towards new archive (as approved in minute 2015/16_18)	LA 2011ss. 1-5	50.00
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
596	K Sales	Expenses - August - Sept 2015	LG(FP)A 1963 s.5	40.28
597	K Sales	Clerk's salary - Sept 2015	LGA 1972 s.112 (2)	124.16
598	K Sales	Clerk's salary - October 2015 *	LGA 1972 s.112 (2)	124.16
599	Party Packs	Fireworks for Bonfire Night	LA 2011 ss.1-5	382.50
600	PATA Payroll	Payroll services - July-Sept	LGA 1972 s.111	19.80

601	Society of Local Council Clerks (SLCC)	Guiting Power PC contribution (25%) towards annual membership	LGA 1972 s.143	32.75
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- ¹Chq 591 to the sign maker cancelled as wrong amount written. Replaced by chq 594 with the correct figure of £297.24.
* post-dated chq 31.10.15 for clerks October salary

18.3 To note payments received - no payments to note.

18.4 Scottish Widows Account - Chair confirmed that the new signatories and correspondence address had been accepted

19) Clerk's Annual Review

This was a confidential item and was closed to members of the public.

After a review of the clerks salary, hours and performance it was agreed that the council were pleased with the clerk's performance over the past year, and on her obtaining the CiLCA qualification. It was resolved that her salary would be increased from SCP 20 on the salary scale. The increase would be backdated to the 6th February 2015 (the date the CiLCA qualification was obtained).

20) 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 8.55pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 9th December 2015 starting at 7.30pm at the Village Hall.

.....
Chairman

.....
Date

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. G5L3 8DU
Tel: 01242 583303 E-mail: katiemsales1@gmail.com

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 .

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 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

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 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	
TOTAL	3500.00								
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					
TOTALS	8962.00	34984.25	3339.41	38323.66	-33624.20	25968.80	250.00	26218.80	
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			
Period to 31st October 2015			
Lloyds Current Acc: 00896036			
Balance per statement		£	9,094.83
Outstanding receipts		£	-
Less unrepresented chqs		£	124.16
598	£	124.16	
Balance		£	8,970.67
Scottish Widows Acc			
Balance per statement*		£	2,912.21
Outstanding receipts		£	-
NIL		£	-
Less unrepresented chqs		£	-
NIL		£	-
Balance		£	2,912.21
Total Balance			£11,882.88
Cash book Summary			
Opening Balance 01.04.15		£	17,986.12
Add receipts to date		£	25,968.80
Less payments to date		£	34,984.25
Cash Book Balance @ 31.10.15		£	8,970.67
Balance per Scottish Widows acc		£	2,912.21
Reconciled Balance			£11,882.88
* As at bank statement 01.10.15			

21.2 To approve payments and note receipts

The following payments were approved.

Payments made between meetings - none made				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
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.
TOTAL	3500.00			25968.80	3,593.00	
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
TOTALS	8962.00	38249.00	-34234.00	25968.80	6217.91	
FORECAST						
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