

MINUTES: of the Annual Parish Council Meeting held in Guiting Power Village Hall on Wednesday 10<sup>th</sup> May 2017 at 7.30pm.

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

IN ATTENDANCE: Kate Sales, Clerk  
Nine parishioners were present  
(County Councillor Nigel Moor arrived at 8.35pm)

*Members of the public were welcomed to attend and invited to address the council at item 22 on the agenda following the statutory annual meeting business.*

- 1) **To elect the Chairman of the council for the year 2018/19 and to receive the new Chairman's Declaration of Acceptance of Office.** Dawn Rimmer was proposed by Cllr Rose and Cllr Ogden seconded this proposal. Cllr Rimmer agreed to the position and duly signed her Declaration of Acceptance of Office.
- 2) **To elect the Vice Chairman for the council year and to receive the Vice Chairman's Declaration of Acceptance of Office.** Lisa Rose was proposed by Cllr Rimmer and Cllr Ogden seconded this proposal. Cllr Rose agreed to the position and duly signed her Declaration of Acceptance of Office.
- 3) **To receive and consider apologies for absence.** No apologies received.
- 4) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** No declarations were received.
- 5) **To remind members to update their Declarations of Interest if their circumstances have changed.** The Clerk reminded councillors of the need to update their declarations if necessary and this was noted.
- 6) **To note and accept Councillor Broad's resignation.** This was received and accepted. The Chair took the opportunity to thank Cllr Broad for his hard work and service over the past eight years. The Chair also informed the meeting that the council would be looking for new councillors so if anyone was interested in learning more about the role to please contact herself or any member of the council. *ACTION: Clerk to notify Cotswold District Council.*
- 7) **To approve the minutes of a Parish Council Meeting held on the 14<sup>th</sup> March 2018 in Guiting Power Village Hall.** These were approved and signed as a true record.
- 8) **To confirm that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to sign and return the Certificate of Exemption.** The Parish Council agreed to certify themselves exempt. The Certificate was duly signed. *ACTION Clerk to submit certificate to the auditors.*
- 9) **To approve the internal auditor's report carried out on the 5<sup>th</sup> May 2018 and to note recommendations.** The internal auditor's report was discussed and items raised were noted.
- 10) **To consider and approve the Annual Governance Statement (Section 1 of the Annual Return) for 2017-18.** After the Governance Statement was read out to the meeting it was approved by the Parish Council and duly signed by the Clerk and Chairman.

- 11) To consider and approve Section 2 of the Annual Return for 2017-18 and to sign off the end of year accounts for 2017/18.** Section 2 of the Return and the Annual Accounts were considered by the whole Council. The Council then resolved to approve the Accounts and Section 2 of the Return. Items were duly signed. ACTION: Clerk to publish items on the website for public inspection. (Copy of the approved accounts in appendix 1.)
- 12) To review eligibility for the General Power of Competence.** It was noted that the Council no longer had two-thirds of its councilors elected. It was resolved that the Council would lose its GPC powers. The Chair informed the meeting that it hoped to regain its eligibility after the elections next May when councilors got -re-elected. In the meantime, the Council would not be in a position to fund certain events due to not being able to use this power from the Localism Act 2011.
- 13) To review and adopt the Parish Council's Code of Conduct.** These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.
- 14) To consider and adopt the revised 2018 Standing Orders for Guiting Power Parish Council.** These were reviewed and it was agreed to accept the revised orders. It was therefore agreed to adopt them.
- 15) To review and adopt the Financial Regulations for Guiting Power Parish Council.** These were reviewed and no changes were deemed necessary at this stage. It was agreed that if the Parish Council undertook electronic banking in the future the later Financial Regulations would be considered. It was therefore agreed to adopt the existing regulations.
- 16) To review the Council Asset Register.** These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.
- 17) To review the Parish Council's risk assessment.** These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.
- 18) To review the Parish Council's internal control policy.** These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.
- 19) To review the Council insurance policy cover is adequate. To approve insurance provider for forthcoming year.** The Council agreed its requirements had not changed. They considered three quotes from Inspire, Hiscox and Ecclesiastical. It was resolved to accept the 'Inspire' quote as the policy/schedule met all the requirements and the premium was slightly less than the other quotes. It was resolved to approve the payment of £526.30. *ACTION: Clerk to renew policy.*
- 20) To confirm that the Clerk is on SCP salary scale 21.** This was confirmed and it was noted that the annual appraisal was due in November.
- 21) To consider if any other Parish Council policies need reviewing.** It was agreed that no other policies needed reviewing at this point in time, however a donations and grants policy could be considered for the Council. It was agreed that this would be looked into later in the year.
- 22) To receive comments and concerns from the public.** No items were raised at this point.
- 23) Matters arising from last meeting's minutes**
- Amey and the Parish Emergency Plan have been updated with the new snow warden's details.
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- Application submitted on behalf of the Local History Society to CDC for the WWI grant. Application had been successful and grant was awarded. A donation of £100 has also been received from the Guiting Amenity Trust.

**24) Playground Update – routine maintenance inspection update from Cllr Rose.** Routine inspections had been carried out and there were no new items to report. The Council had received its annual safety inspection from RoSPA and were pleased to declare that all equipment remained safe. The only recommendation was that where grass was growing through the sand RoSPA had highlighted more sand was required. This was already being addressed by the Social Group and the Council asked for volunteers to help with the sand replacement. It was also resolved by council to authorize the payment of the invoice - £79.80.

#### **25) Fete**

- To ensure all PC insurance requirements will be fulfilled by the Social Group. It was agreed that a full risk inspection as required by the Parish Council's insurance would be carried out for the event.

**26) Highways Update. Cllr Rimmer reported the following from meeting with Highways Inspector. Items covered included:**

- **Village Square white lines**  
The removal of KEEP CLEAR in the square adjacent to village green  
A refresh of KEEP CLEAR at the end of Greenwood cottages driveway  
The painted 'SLOW' to be moved into centre of road before Post Office corner  
A 'SLOW' would be added above Post Office corner level with end of Castlett St
- **Kerbing at Post Office corner**  
It was agreed the continuous repair of current kerbing was not financially viable. A possible long term replacement with modern kerbing would be investigated.
- **Drain clearing**  
It was noted that Guiting Power was included in the schedule to clear all drains on Winchcombe Road but may need additional clearance at certain times of year. The drain opposite the end of Castlett St was currently blocked.
- **Dyers Triangle**  
Repair of utility trench across junction to remove potholes would be undertaken.  
A refresh of the white lines distinguishing 2 way traffic on both sides of triangle would be carried out.  
A possibility of making the triangle into roundabout was discussed but was concluded not to be a viable option at this time.
- **Finger sign post for Winchcombe at Roel Gate Crossroads**  
A replacement of missing sign was requested again.
- **Review of HGV signs at Foxhill junction**  
Cllr Rimmer explained to the Inspector the effect the sign was having on HGV traffic through the parish. Barton Bridge was visited as this was the reason for the installation of the sign. A discussion took place that looked at if the desired effect (reduction of HGV traffic on Barton Bridge) had occurred, the Parish Council would investigate further options. However, if that had not occurred, the Parish Council would appreciate the removal of the sign to allow HGV traffic to use more appropriate highways.

*ACTION: Highways to investigate.*

#### **To discuss White Village Gate Sign installation at Chapel Ash and costs**

Kerbing & white lines at Chapel Ash - Following discussions between Ann Myles & Bob Skillern, it had already been agreed to kerb the verge from 1 Chapel Ash Cottages down to Keepers Cottage

& add SLOW in white lines in road coming down the hill past Chapel Ash Cottages (at the partial expense of the residents of Chapel Ash).

Anne Myles then gave a presentation on behalf of the residents of Chapel Ash as to why they would like white village gates to be installed. Items covered included:

- Concern over the growing number of quarry lorries travelling along Grange Hill. This was causing erosion of verges, potholes, dangerous ruts, dust/mud and damage to vehicles.
- The speed the vehicles were travelling was unsafe
- Load spillage. HGV's were carrying loads of unsheeted stone. There had been case of rocks falling off and hitting properties, vehicles and pedestrians. The lorries were in breach of highway regulations.

The residents felt that the problem lay with Cotswold District Council planning department as they had not foreseen these issues when granting planning permission for Guiting Manor Farm to construct their barn. They had no complaints with the Farm and appreciated all that they were doing to try and get lorries to use more appropriate routes, wheel washes and carry their loads 'sheeted'.

Residents of Chapel Ash were happy to pay towards the installation of white village gate signs. Clarification needed to be sought on the cost. Residents thought they were in the region of £150, the parish council £1,500-£2,000. County Cllr Nigel Moor agreed the figure was nearer the latter, however he had some funding available towards the signs if the site of installation passed a safety audit. The Parish Council noted that they did not have the funds to pay for the installation at this time and that cost would have to be met from Cllr Moor's kind offer and the residents of Chapel Ash.

Clarification was sought as to who was liable for insurance. Cllr Moor informed the meeting that they would be covered under Highways. Maintenance would be covered by the residents of Chapel Ash.

The Parish Council agreed to the principal of the gates being installed on the proviso that they were only a temporary measure and that they would be dismantled once the building works at Guiting Manor Farms were complete.

It was agreed that Anne Myles on behalf of the residents, County Cllr Moor. Highways and Cllr Rimmer would meet to progress this item.

**27) To discuss and approve Defibrillator training.** It was agreed that the training would be held on the 2<sup>nd</sup> June at 10.30am in the Village Hall. Training was open to all residents. This was training in the use of the Defibrillator only and not general CPR.

**28) Dog Fouling Report – Cllr Rosebalde to report.** Monitoring of the playing field had taken place and a resident had reported that another resident in the village was leaving dog mess on the field. Since the monitoring dog fouling had improved. Options to undertake CCTV filming of the field were being investigated. ACTION: Cllr Rosebalde to check with the Trust (as field is their property) and to progress rota over the summer.

*ACTION: Cllr Rosebalde to progress and report back in the Autumn.*

**29) To update Council on the latest General Data Protection Regulations.** Clerk informed the meeting that preparations were underway to become compliant with the regulations.

- Councils were waiting to hear the latest on the government's decision on data controllers for the sector. Clerk would keep the parish council informed.
- All data was now stored on a encrypted USB key.
- The Parish Council now use a generic not personal email address for the clerk.

- Confirmations were being sought from contacts whose details were being held by the PC and also displayed on their website.
- Clerk was undertaking an information audit to establish what other actions needed to be taken. It was suggested that a Information Retention policy might be needed to be considered by the Council.

*ACTION: Clerk to bring this back to future meetings as next steps emerge.*

**30) To re-consider 'Job Centre Near Me' link on website.** It was understood that this was not a link for the local job centre but a commercial business. Because of this it was agreed that this was not an item the Parish Council wanted on their website.

**31) To discuss support of the petition to stop the local postman being re-located.** It was understood a petition had been created to support the local postman. However no one was present at the meeting to give an update.

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

For consideration

No applications to consider.

For noting

**Tinkers Barn – possible breach of planning conditions:**

Temple Guiting Parish Council are in discussions with Nick Bainton, the Planning Monitoring officer at CDC regarding all local quarry breaches.

Enforcement

No enforcements to note at present

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

- Donation request from Cotswold Friends. Direct group to Constable's Piece and to apply for a grant from them.

**34) Finances**

- To approve payments and note receipts  
Precept payment (1<sup>st</sup> installment) received from Cotswold District Council of £2637.00.  
Start of year bank reconciliation approved.

**BANK RECONCILIATION AT 30th April 2018**

<b>Period to 30th April 2018</b>				
<b>Lloyds Current Acc: 00896036</b>				
			£	£
	Balance per statement - 30.04.18		£ 7,743.29	
	Outstanding receipts			
			£ -	
	Less unrepresented chqs			
		700	£ 20.00	
		706	£ 3.00	
		710	£ 185.78	
			£ 208.78	
	<b>Balance</b>		<b>£ 7,534.51</b>	
<b>Scottish Widows Acc*</b>				
	Balance per statement - 01.04.18		£ 2,926.83	
	Receipts			
	Interest paid @ 1.04.18		£ 0.07	
	Less unrepresented chqs			
	NIL		£ -	
	Balance		<b>£ 2,926.90</b>	
	<b>Total Balance</b>			<b>£10,461.41</b>
<b>Cash book Summary</b>				
	Opening Balance 01.04.18		£ 5,164.51	
	Add receipts to date		£ 2,637.00	
	Less payments to date		£ 267.00	
	<b>Cash Book Balance @ 30.04.18</b>		<b>£ 7,534.51</b>	
	<b>Balance per Scottish Widows acc</b>		<b>£ 2,926.90</b>	
	<b>Closing Reconciled Balance</b>			<b>£10,461.41</b>

**Payments made between meetings - none made**

<b>The following payments to be approved</b>				
Chq no	Payee	Purpose	Auth	Cheq value
717	K Sales	Expenses -April-May 2018	LG(FP)A 1963 s.5	24.74
718	K Sales	Clerk's salary – May 2018	LGA 1972 s.112 (2)	189.49

719	K Sales	Clerk's salary – June*	LGA 1972 s.112 (2)	189.49
720	GPFA	Renewal of subscription	LGA 1972 s.143	50.00
721	Guiting Power Social Group	Refreshments for the Annual General Assembly	LGA 1972 s.150(2)	33.27
722	Came & Company	Insurance	LGA 1972 s.111	526.30
723	PATA UK	Payroll services April-June	LGA 1972 s.111	22.50
723	Playsafety Ltd	RoSPA Playground inspection	LG (MP)A 1976 s. 19(3)	79.80

\* Post dated cheque as no meeting in June

### 35) For information only

CLr Moor updated the meeting on the County Council's financial position. He also informed the meeting about the free Fire Service home inspection scheme and urged people to make use of it. Since the launch of the scheme there had been a decrease of about 10% in household fires.

CLr Moor updated the meeting on the re-structure of the Highways department. The three areas would be the highways maintenance contract, highways structural maintenance contract (resurfacing work) and the highways professional services contract (works design and consultancy support). The new highways maintenance contract would deliver around £20 m of routine maintenance on the roads each year and covered work such as pothole repairs, patching, winter gritting, grass cutting and gulley emptying. The new contract would be awarded in Autumn 2018 and the council's current highways provider Amey would continue to deliver highway services in the county until their contract ends at the end of March 2019.

Lengthsmen scheme was scheduled for the parish on the 28<sup>th</sup> July.

No other matters were raised.

The Chairman concluded the meeting at 9.20pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 4th July 2018 at 7.30pm in the Village Hall.

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Chairman

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Date

### Appendix 1

**SUMMARY OF ACCOUNTS AT 31 MARCH 2018**

	£	£	£	£
<b>Balance at 1 April 2017</b>				
Lloyds Bank acc: 00896036	£ 5,483.50	£ 5,484		
Scottish Widows acc:	£ 2,925.85	£ 2,926		
Petty cash	£ -	£ -		
less unpresented cheques	£ 176.79	£ 177		
	£ 8,232.56		£ 8,233	
<b>Income</b>				
Precept	£ 3,380.00	£ 3,380		
Council Tax Support Grant	£ 123.00	£ 123		
Scottish Widows interest	£ 0.88	£ 1		
VAT recovered	£ 217.95	£ 218		
Petty cash paid in	£ -	£ -		
Other	£ 609.46	£ 609		
	£ 4,331.29		£ 4,331	
<b>Total Income</b>				<b>£ 12,564</b>
<b>Expenditure</b>				
Clerk's salary	£ 2,035.90	£ 2,036		
Other payments	£ 2,436.71	£ 2,437		
<b>Total Expenditure</b>				<b>£ 4,473</b>
<b>BALANCE</b>				<b>£ 8,091</b>
<b>Balance at 31 March 2018</b>				
Lloyds Bank acc: 00896036	£ 5,582.06	£ 5,582		
Scottish Widows acc:	£ 2,926.83	£ 2,927	£ 8,509	
less unpresented cheques	£ 417.55	£ 418	£ 418	
Invested cash at 31 March 2018			£ 8,091	£ 8,091
<b>Amount to carry forward</b>				<b>£ 8,091</b>





<b>GUITING POWER PARISH COUNCIL</b>			
<b>ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2018</b>			
		Last year 16-17	This year 17-18
1	Balances brought forward	9,288	8,233
2	(+) Annual Precept	3,250	3,380
3	(+) Total other receipts	1,109	951
4	(-) Staff costs	2,109	2,036
5	(-) Loan interest	-	-
6	(-) Total other payments	3,305	2,437
7	(=) Balances c/forward	8,233	8,092
8	Total cash & investments	8,233	9,147
9	Total fixed assets	42082	34776
10	Total borrowings	0	0