

DRAFT MINUTES: of a Parish Council Meeting held via Zoom video conference on Wednesday 13th May at 7.30pm.

PRESENT: Parish Councillors: Dawn Rimmer (Chairman), Lisa Rose, Geoff Cuthbert, Else Ogden, Simon Gardner and Roger Swallow

IN ATTENDANCE: Ruth Waller, Clerk
Two parishioners were present

The public were invited to address the council on specific agenda items as the meeting progressed, if they so wished.

200513/1 To elect the Chairman of the council for the year 2020/21 and to receive the new Chairman's Declaration of Acceptance of Office: Cllr Gardner proposed Councillor Rimmer for the role of chairman for 2020-21. This was seconded by Cllr Ogden. Cllr Rimmer accepted the position and the Acceptance of Office Form will be signed before the Clerk as soon as possible.

200513/2 To elect the Vice Chairman for the council year 2020/21 and to receive the Vice Chairman's Declaration of Acceptance of Office: Cllr Rimmer proposed Councillor Simon Gardner for the role of Vice Chair for 2020/21. This was seconded by Cllr Cuthbert. The Acceptance of Office Form will be signed before the Clerk as soon as possible.
Cllr Rose was thanked for her time and commitment as the outgoing Vice-Chairman.

200513/3 To receive and consider apologies for absence. None – all Councillors present.

200513/4 To receive Declarations of Interest on items on the Agenda. (Localism Act 2011): None were declared.

200513/5 To approve the minutes of a Parish Council Meeting held on the 12th March 2020 held in Guiting Power Village Hall: The minutes of both these meetings were approved as a true record and duly signed by the Chairman.

200513/6 Clerks' report (incl. Matters arising from the minutes): The Clerk's report had been circulated to Cllrs prior to the meeting and its contents notes.

200513/7 To receive comments and concerns from the public: None made at this point. The public were invited to make their comments on items raised throughout the meeting.

200513/8 To review this Council's eligibility for the General Power of Competence: Clerk had advised that the Council no longer met the criteria as only 4 of the Councillors were elected. 2/3rds of the total members should be elected which (rounded up to the nearest whole number is 5). The Chairman is disputing the legal evidence for this advice and, if correct, the Council would be able to continue to use the GPC.

Action: Clerk to confirm the legal basis for the GPC criteria.

200513/9 To approve the Internal Auditor's report carried out on the 8th April 2020 and to note recommendations: The Auditor's report was very positive, with only three recommendations:

- 1) To review banking arrangements and accounts
- 2) To check on The Pension Regulator and Auto enrolment and to minute when this has been completed.
- 3) To provide receipts when payments have been made to local bodies, e.g. The Social Committee

GAPTC had also recommended that the Council adopted a Grants Policy. It was agreed that this was probably not necessary at the present time as any local applications came to through the Constable's Piece. This is something the Council could reconsider next year.

Council unanimously approved the Internal Auditor's report

Action: Clerk to commence completing recommendations made.

200513/10 The following delegated decisions were noted:

- i. Postponement of the Annual Parish Meeting due to Government restrictions (25th March)
- ii. Closure of the Play area – following Government guidelines and advice from GPFA
- iii. Setting up of an informal Community Support Group for Guiting Power residents

200513/11 To receive update regarding 2nd Phase of Playground Project (Cllr Rimmer), incl. agreement of 5-year lease with Guiting Manor Amenity Trust for the Playground and payment of £5 for the lease of this land. Cllr Rimmer reported that the funding was now in place. A grant of £1,166 had been received from Tesco "Bags of Help" scheme. Touchwood have completed the site survey and are happy that they could commence the work whilst keeping to the Social distancing guidelines. It is hoped that work will commence before the end of the month.

The lease between Guiting Manor Amenity Trust and the Parish Council required renewing and the paperwork was ready to be signed.

The peppercorn rent of £1 a year (£5 in total) was approved by Council.

Councillors unanimously agreed that Cllr Rimmer could sign the new 5-year Lease for the Playground on behalf of the Council.

20513/12 To consider and note planning applications and to agree future representations via email (During current COVID-19 restriction).

To consider:

i) 20/01320/TCONR: Works to trees in conservation areas for Cut Leaf Beech (Tree 1) - 20% crown reduction and lift, due to having outgrown its position and its low branches are restricting grass cutting. Holly (Tree 2) - Reduce crown by 30% and shape, because tree is obstructing window and security lighting at St Michaels Church, Church Lane Guiting Power:
No Objection

ii) 20/00620/FUL | Proposed orangery and replacement outbuilding (Retrospective) | Gyting Broc Barton Guiting Power Cheltenham Gloucestershire GL54 5UE: No comment

For noting:

i) 20/00847/LBC: Listed Building Consent for Installation of conservation rooflight in rear roof slope at 2 Tally Ho Cottages Cloud Hill Guiting Power Cheltenham Gloucestershire: Decided (Consent)

ii) 20/01202/NONMAT | Non-material amendment to Permission 18/04161/FUL (Replacement of existing concrete garage with new oak framed garage and car port) to change double oak doors to clad wall to one window and one door | Ruff Rise Castlett Street Guiting Power Cheltenham Gloucestershire GL54 5US: DECIDED: "The revised scheme is acceptable as a non-material amendment to the plans as approved by the Local Planning Authority under reference CD.1291/M subject to the requirements of any conditions of permission or approval attached thereto."

Council resolved not to respond to planning application via email during current COVID restrictions.

It was felt a virtual meeting could be arranged, if necessary, to consider any planning applications received.

200513/13 To delegate authority to the Proper Officer in consultation with Councillors by electronic means or telephone, to make decisions on behalf of the Council, where such decisions cannot reasonably be deferred. This will enable any necessary measures required for the Council to continue functioning and for benefit and safety of its community during COVID-19 restrictions – as per NALC guidelines: Council agreed that Delegated Authority could be given to the Proper Officer if so required in consultation with the Chair/Vice-Chair. Any delegated decisions/actions would then be reported at the next full Council meeting.

201513/14 Finances

- a) **To approve End of Year Accounts - March 2020.** These had been circulated to Councillors prior to the meeting and were unanimously approved.

GUITING POWER PARISH COUNCIL					
BANK RECONCILIATION AT 7th April 2020 (EOY)					
Period to 31st March 2020					
Lloyds Current Acc: 00896036					
				£	
	Balance per statement			£	4,444.00
	Outstanding receipts				
	NIL			£	-
	Less unpresented chqs	£	12.75		
		£	503.34		
		£	110.00		
				£	626.09
	Balance			£	3,817.91
Scottish Widows Acc					
	Balance per statement			£	2,927.39
	Outstanding receipts				
	NIL			£	-
	Less unpresented chqs				
	NIL			£	-
	Balance			£	2,927.39
Total Balance					£6,745.30
Cash book Summary					
	Opening Balance 01.04.19			£	4,218.21
	Add receipts to date			£	9,635.62
	Less payments to date			£	10,035.92
	Cash Book Balance			£	3,817.91
Balance per Scottish Widows acc				£	2,927.39
Reconciled Balance					£6,745.30
Balance to carry forward					£6,745.30

b) To receive current statement of accounts and bank reconciliation: The accounts were approved and a bank reconciliation performed. The bank statements and bank reconciliation would be signed by the Chairman once Government restrictions had been lifted.

GUITING POWER PARISH COUNCIL			
BANK RECONCILIATION AT 9th May 2020			
Period to 30th April 2020			
Lloyds Current Acc: 00896036			
		£	
Balance per statement		£	7,726.91
Outstanding receipts			
NIL		£	-
Less unrepresented chqs	£	78.64	
		£	78.64
Balance		£	7,648.27
Scottish Widows Acc			
Balance per statement		£	2,927.39
Outstanding receipts			
NIL		£	-
Less unrepresented chqs			
NIL		£	-
Balance		£	2,927.39
Total Balance			<u>£10,575.66</u>
Cash book Summary			
Opening Balance 01.04.20		£	3,817.91
Add receipts to date		£	3,909.00
Less payments to date		£	78.64
Cash Book Balance		£	7,648.27
Balance per Scottish Widows acc		£	2,927.39
Reconciled Balance			<u>£10,575.66</u>
Balance to carry forward			<u>£10,575.66</u>

c) The following payments were approved:

Payments made between meetings (delegated powers):

The Council Insurance was reviewed thoroughly and all quotes considered. Council resolved to accept the quote from Zurich for a one-year agreement as the policy provided adequate cover for the Council and was more cost effective than the other quotes.
The payment of £448.04 to Community First, was therefore approved.

The following receipts were noted: £1,166 from Groundwork UK (Tesco Bags of help) and £2,743 for Cotswold District Council (Precept: 1st instalment)

Council agreed that the Clerks salary, payment to HMRC and Payroll services would be signed once the Payroll had been processed for April – June.

- d) **To note that the AGAR timing had been postponed due to Covid-19 virus.** The external auditors, PKF Littlejohn had notified the Parish Council to receive and approve the AGAR at their next full Council meeting so that the accounts could be publicised in September and submit the completed AGAR to the external auditors by October

The Chairman concluded the meeting at 8.06pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on Wednesday 1st July, venue TBC.

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0783	£78.64	GAPTC	Annual Subs	GPC	None
Payments to be Approved:					
Cheque No	Amount	Payee	Purpose	Authority	VAT to be re-claimed
0784	£165.00	GAPTC	Internal Audit	LGA 1972, s.111	None
0785	£82.20	Playsafety Ltd	ROSPA Playground Inspection	LG (MP)A 1976 s. 19(3)	£13.70
0786	£50.00	GPFA	Annual Subs	LGA 1972 s.143	None
0787	£448.04	Community First	Council Insurance	LGA 1972 s.111	None
0788	£5	Guiting Manor Amenity Trust	5-year lease for playground	PHA 1875, s.164 + LGA 1972, sch.14 (p.27)	None
	TBC	Mrs R Waller	April-June Salary	LGA 1972, s.112(2)	None
	TBC	HMRC	Tax	LGA 1972, s.111	None
	£12.75	PATA UK	Payroll services	LGA 1972, s.111	None

Chairman

Date