

DRAFT MINUTES: of a Parish Council Meeting held via Zoom video conference on Wednesday 11th November 2020 commencing at 7.33pm.
PRESENT: Parish Councillors: Simon Gardner (Vice-Chairman), Lisa Rose, Geoff Cuthbert, Else Ogden and Tony Allcock
IN ATTENDANCE: Ruth Waller, Clerk and one parishioner

In the Chairman's absence, Cllr Gardner chaired this meeting. The public were invited to address the council on specific agenda items as the meeting progressed, if they so wished.

201111/1 To receive and consider apologies for absence. Apologies were received and accepted from Cllrs Rimmer and Swallow, both due to work commitments. It was also noted that Cllr Swallow had submitted his written resignation as a Parish councillor to the Chairman prior to the meeting. Therefore, the Clerk would be able to initiate the process for a Causal Vacancy.

Action: Clerk to contact Cotswold District Council to request a Notice of Vacancy for this Parish Council

201111/2 To receive Declarations of Interest on items on the Agenda. (Localism Act 2011): None were declared.

201111/3 To approve the minutes of the Parish Council Meeting held on the 9th September 2020 via Zoom video conference: The minutes of this meeting were approved as a true record and will be signed by the Chairman at the next physical meeting of the Parish Council.

201111/4 To receive Clerk's Report circulated prior to the meeting and agree actions: The Clerk's report included any matters arising from the previous minutes and had been circulated to Cllrs prior to the meeting. Its contents were noted and no further actions were required. The Clerk also provided an update relating to the free trial of the Scribe software package. Clerk was asked to establish the cost of this package and report back at the next meeting.

201111/5 To receive comments and concerns from the public: None.

201111/6 To consider and note planning applications:

For noting: 20/02041/FUL | Demolition of 1 no. outbuilding and erection of 2no. outbuildings, alterations to vehicular access | Castlett Lodge Castlett Street Guiting Power Cheltenham Gloucestershire GL54 5US: PERMIT

201111/7 To confirm the Playground procedures during lockdown: Cllr Gardner confirmed that the Playground remained open during this second lockdown and the Parish council was following Government guidelines in relation to this. The Clerk had sourced some larger COVID notices from CDC which were now in place.

201111/8 To note County Councillor Dr Nigel Moor's retirement and consider writing letter of thanks: Cllr Gardner informed Council that, after many years and excellent service to this Parish and indeed the county, Cllr Moor was not standing for re-election next Spring. Council agreed it would be appropriate to write a letter of thanks from this Parish Council, on behalf of the residents for his dedicated service. However, it was agreed not to send the letter until a bit nearer the time, perhaps March 2020.

Action: Clerk to draft thank you letter to Cllr Moor in readiness for his retirement next year

201111/9 To confirm of appointment of a volunteer Tree Officer for this Parish and note duties:

Karen Millar had volunteered to become Tree Warden for this Parish. However, this week The Cotswold Tree Warden Group had been disbanded due to ongoing issues relating to its logo and branding. The use of the word 'Tree Warden' will no longer be allowed. A new group called Gloucestershire Tree Group is in the process of being set up. All current members and Councils will need to register on this. It is likely that the new 'Tree Officers' will be given delegated powers to make decisions relating to trees within the Parish. Further information will be circulated once available.

Action: Clerk to register Guiting Power Parish Council on the new Gloucestershire Tree Group

201111/10 To confirm Christmas tree arrangements 2020: Cllr Ogden confirmed that Guiting Power Amenity Trust were donating the Christmas tree again this year and the lights would be put up as normal. The tree should be erected on Sunday 6th December. Cllr Ogden was unsure if any new bulbs would be required at this time but it was confirmed there was a budget of £50 allocated for this.

201111/11 To discuss proposals regarding the Extension of the Church Burial Ground and Parish Council's responsibilities: Due to current COVID restrictions no further work had been undertaken on this matter. Therefore, the matter was deferred until the next Council meeting.

201111/12 To approve Terms of Reference for a Staffing Committee, in line with the Council's Standing Orders: This had been circulated to Cllrs prior to the meeting and was unanimously approved. The following councillors were nominated for the Staffing Committee by Cllr Gardner: Cllrs Allcock (Chairman), Ogden (vice-Chairman) and Cllr Cuthbert. This was seconded by Cllr Rose. Clerk reminded Councillors that when the committee do meet, they are mindful of the Terms of Reference and do not make decisions that are not within their responsibility.

201111/13 To receive review of contracted hours and job description: Cllr Cuthbert had completed a thorough review of the Clerk's workload and contracted hours. That offered by Guiting Power was compared to other local Parish Councils and it appeared that 4 hours a week was the standard allocated hours for a Parish Clerk. Cllr Cuthbert proposed that the hours remained at 4 hrs a week but with the option to pay extra hours if required. Salary scales would now be reviewed by the Finance Committee.

Cllr Cuthbert stated that the working from home allowance was included in the NALC model contract and advised that the Council should continue to fund this allowance from the Council's budget.

Some of the Clerk's responsibilities can now be delegated to other named key volunteers, such as the Tree Officer or PROW liaison person.

201111/14 Finances:

- The statement of accounts and bank reconciliation had been circulated prior to the meeting and were approved as follows:

GUITING POWER PARISH COUNCIL					
BANK RECONCILIATION AT 11th NOVEMBER 2020					
Period to 31st October 2020					
Lloyds Current Acc: 00896036					
			£		
	Balance per statement		£	3,526.89	
	Outstanding receipts				
	NIL		£	-	
	Less unrepresented chqs				
			£	-	
	Balance		£	3,526.89	
Scottish Widows Acc					
	Balance per statement		£	2,927.53	
	Outstanding receipts				
	NIL		£	-	
	Less unrepresented chqs				
	NIL		£	-	
	Balance		£	2,927.53	
	Total Balance				£6,454.42
Cash book Summary					
	Opening Balance 01.04.20		£	3,817.91	
	Add receipts to date		£	13,823.00	
	Less payments to date		£	14,114.02	
	Cash Book Balance		£	3,526.89	
	Balance per Scottish Widows acc		£	2,927.53	
	Reconciled Balance				£6,454.42
	Balance to carry forward				£6,454.42

- The following payments were approved:

Payments made between meetings (delegated powers):					
					None
Payments to be Approved:					
Cheque No	Amount	Payee	Purpose	Authority	VAT to be re-claimed
	£30	M D Edwards	Remembrance Trumpeter	LGA 1972 s.137	None
	£30	Royal British Legion	Wreath	LGA 1972, s.137	None
	£72	Community Heartbeat Trust	Replacement electrodes	PHA 1936, s.234	None

201111/15 To confirm and approve proposed Budget for 2021/22: The budget had been circulated to Cllrs prior to the meeting. Council discussed the matter of the Clerk's Home Working allowance and, as this was good practice followed by most Councils, Council resolved that this should remain within the Council's Budget. With this inclusion, the budget was unanimously approved as follows:

	Budget no increase £	Budget @ 2% increase £	Budget @ 4% increase £	Budget @ 8% increase £	NOTES
					Items in PURPLE TEXT result in ZERO effect on PC budget
INCOME					
Precept	£ 3,657.00	£ 3,730.14	£ 3,803.28	£ 3,949.56	
Council tax Grant	£ -	£ -	£ -	£ -	
VAT re-claim	£ 125.00	£ 125.00	£ 125.00	£ 125.00	Fireworks VAT
Donation					Donations shouldn't really be counted as income, as they are not
	£ 3,782.00	£ 3,855.14	£ 3,928.28	£ 4,074.56	
EXPENSES (necessary)					
Clerk's Salary	£ 2,410.00	£ 2,410.00	£ 2,410.00	£ 2,410.00	2020/21 rate = £11.53 x 4 hours x 52 weeks = £2398. I have rounded
Working from home allowa					
Admin expenses	£ 125.00	£ 125.00	£ 125.00	£ 125.00	
Insurance	£ 600.00	£ 600.00	£ 600.00	£ 600.00	request Social Group to reimburse additional cost for Fete & Bonfire
Audit costs	£ 200.00	£ 200.00	£ 200.00	£ 200.00	
Room Hire	£ 96.00	£ 96.00	£ 96.00	£ 96.00	6 meetings of 2 hrs @ £8 per hour (Round up to £100?)
	£ 3,431.00	£ 3,431.00	£ 3,431.00	£ 3,431.00	
EXPENSES (projected)					
Donations	£ -	£ -	£ -	£ -	
Sec. 137	£ -	£ -	£ -	£ -	
Defibrillator costs	£ 75.00	£ 75.00	£ 75.00	£ 75.00	No change (electrode replacement Nov 2020)
Training	£ 100.00	£ 100.00	£ 100.00	£ 100.00	This wouldn't allow for any training if you employ an inexperienced Clerk
Subscriptions	£ 200.00	£ 200.00	£ 200.00	£ 200.00	Decrease of £50 as SLCC not included (GAPTC £79, ICO £35, GPFA £50)
computer cost over 5 yrs	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£250 budget amortise over 5 years, pay out of reserves today
MS license over 5 years	£ 24.00	£ 24.00	£ 24.00	£ 24.00	£120 budget amortise over 5 years, pay out of reserves today
Additional Admin expenses	£ 50.00	£ 50.00	£ 50.00	£ 50.00	eg software security
Asset maintenance	£ 50.00	£ 50.00	£ 50.00	£ 50.00	New Budget heading
xmas tree	£ -	£ -	£ -	£ -	request Social Group to take over
wreath	£ 20.00	£ 20.00	£ 20.00	£ 20.00	
Fireworks	£ 750.00	£ 750.00	£ 750.00	£ 750.00	cost donated by social group
Newsletter	£ 10.00	£ 10.00	£ 10.00	£ 10.00	make online only and print a few for around the village
Annual assembly	£ 10.00	£ 10.00	£ 10.00	£ 10.00	coffee/tea/squash only
	£ 1,339.00	£ 1,339.00	£ 1,339.00	£ 1,339.00	
total expenses	£ 4,770.00	£ 4,770.00	£ 4,770.00	£ 4,770.00	
Total movement	-£988.00	-£914.86	-£841.72	-£695.44	
One off cost 2021/22					
MS License	£ 120.00	£ 120.00	£ 120.00	£ 120.00	
Equipment	£ 250.00	£ 250.00	£ 250.00	£ 250.00	

201111/16 To propose Precept for 2021/22 in line with budget set: Following approval of the budget (as per item 13), Council unanimously resolved to raise the current precept by 4%. The precept request to Cotswold District Council by Guiting Power Parish Council for 2021/22 would therefore be £3,800.

201111/17 For Information Only: No items were brought forward at this point.

The **Chairman** concluded the meeting at 8.27pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on **Wednesday 20th January 2020, 7.30pm** again via Zoom.



Chairman

CLERK: Ruth Waller, Copperfields, Colman. Temple Guiting. GL54 5RT
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Date