

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

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

IN ATTENDANCE: Kate Sales, Clerk
Two parishioners were present

Members of the public were welcomed and invited to address the council prior to the meeting or at Item 18 on the Agenda

- 1) **To elect the Chairman of the council for the year 2017/18 and to receive the new Chairman's Declaration of Acceptance of Office.** Dawn Rimmer was proposed by Cllr Ogden, and Cllr Roseblade 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 Roseblade 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.** Apologies received and noted from Cllr Ekblom
- 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 councilors of the need to update their declarations if necessary and this was noted.
- 6) **To approve the minutes of a Parish Council Meeting held on the 15th March 2017 in Guiting Power Village Hall.** These were approved and duly signed as a true record.
- 7) **To approve the Annual Governance Statement (Section 1 of the Annual Return) for 2016-17.** After the Annual Governance Statement was read through it was approved by the Parish Council and duly signed by the clerk and the Chairman.

- 8) To approve Section 2 of the Annual Return for 2016-17 and the Parish Council's Accounts for submission to Grant Thornton's for Audit, and to note the internal auditors report and recommendations.** The internal auditors report was considered in conjunction with the whole of the Annual Return. Section 2 of the Annual Return was considered by the whole council. The Council then resolved to approve section 2 and the end of year accounts. These were duly signed by the clerk and the Chairman. The council then approved the annual return for submission to Grant Thornton. (A set of approved accounts can be found at the end of the minutes.)
Clerk to submit return to Grant Thornton and to publish items on the website for public inspection.
- 9) To review and confirm eligibility for the General Power of Competence.** As the council still has two-thirds of councilors elected and the Clerk is CiLCA qualified the Parish Council still have the right to use the General power of Competence. It was resolved to continue to use this.
- 10) To review and adopt the Parish Council's Code of Conduct.** These were reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 11) To review and adopt the Standing Orders for Guiting Power Parish Council.** These were reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 12) To review and adopt the Financial Regulations for Guiting Power Parish Council.** These were reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 13) To review the Council Asset Register.** This was reviewed and it was agreed that the memorial bench needed to be added to the register. With this change to be made it was therefore resolved to adopt them.
Clerk to update register
- 14) To review the Parish Council's risk assessment.** These were reviewed and no changes were deemed necessary. It was therefore resolved to adopt them.
- 15) To review the Parish Council's internal control policy.** This was reviewed and the Parish Council confirmed they were happy with the Internal Control taking place TWICE a year, as this was sufficient control for a small council of this size.
- 16) To review the Council insurance policy cover is adequate.** To approve insurance provider for forthcoming year. Council reviewed the policy and it was agreed that the Parish Council's requirements had not changed. Three quotes had been obtained through Came & Company It was resolved to accept the 'Inspire' quote as the policy/schedule remained the same, met all the requirements, and the premium was slightly less than the other quotes.
Clerk to renew the policy
- 17) To consider if any other Parish Council policies need reviewing.** It was agreed that no other policies needed reviewing.
- 18) To receive comments and concerns from the public.** No comments were raised.
- 19) Matters arising from last meeting's minutes**
- Salt bin at the Old Bakery now installed
 - Buckingham palace. Parish Councils nominated were Cowley and Toddington
- 20) Playground Update – routine maintenance inspection update from Cllr Rose.** Routine inspection had been carried out and there were no items to report. Cllr Rose informed the meeting that she was in the process of arranging a date for the Annual Inspection to take place. A member of the

public raised a concern that grass was growing through the sand and the council agreed to look into this and take appropriate action.

- 21) **Fete - To ensure all PC insurance requirements will be fulfilled by the Social Group.** A full risk inspection as required by the Parish Council's insurance would be carried out for the event.
- 22) **Highways Update and to discuss works that can be submitted to Gloucestershire CC for the Lengthsmen scheme.** It was agreed a walkabout was not currently needed with the Highways inspector, however one might be necessary later in the year. Subsidence was noted on Well Lane towards the garages and this would be reported back to Highways.

Nothing at present needed to be added to the Lengthsmen scheme

- 23) **To consider and note planning applications and agree responses:**

For consideration

Castlett Lodge Castlett Street Guiting Power Cheltenham Gloucestershire GL54 5US (17/01570/FUL) - Construction of one replacement outbuilding, one additional outbuilding and changes to vehicular access. **The Parish Council had no objection to this application.**

For noting

T1,2 Yews - Fell T3,4,5,6 (17/01474/TCONR) - Reduction in radial branch spread by 1-2m to leave a final average branch spread of 4.5m and a light reduction in height by up to 1.5m - The Old Manor Church Lane Guiting Power Cheltenham. **Cotswold District Council had no objection to this application.**

T1 Yew – Fell (17/01475/TCONR) - Jasmine Cottage The Square Guiting Power Cheltenham. **Cotswold District Council had no objection to this application.**

T1,2,3 Yews - Cut down to 2m. (17/01477/TCONR) - Thin side branches and allow to regrow into hedge - Nuttys Cottage The Square Guiting Power Cheltenham
Cotswold District Council had no objection to this application.

T1 Whitebeam (17/01478/TCONR) - Crown reduction of 2-3m - Greenbank Cottages The Square Guiting Power Cheltenham. **Cotswold District Council had no objection to this application.**

T1,2 Cherry - Reduction back to previous reduction points at 8m and reduction in branch spread to leave a final spread of 3m (17/01479/TCONR) - Civic Trust House The Square Guiting Power Cheltenham. **Cotswold District Council had no objection to this application.**

T1 Whitebeam -Crown reduction of 2-3m back to the previous pruning points (17/01480/TCONR) - Lower Green The Square Guiting Power. **Cotswold District Council had no objection to this application.**

T1 Sycamore - Fell T2 Walnut (17/01481/TCONR) - Reduction in height by 3-4m and a reduction in the length of the two long limbs on the north by up to 4m to leave a radial crown spread of 5m in this direction - Greenbank House Piccadilly Guiting Power Cheltenham. **Cotswold District Council had no objection to this application.**

Enforcement

No enforcements to note at present

- 24) **To receive correspondence and agree response.** No correspondence had been received.

25) Finances

- **To approve payments and note receipts.** The below were noted and approved.
Precept payment (1st installment) received from Cotswold District Council of £2628.00.
Donation of £227.85 from Guiting Power Social Group towards the memorial bench.

Payments made between meetings - none made				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheq value
672	K Sales	Expenses -April-May 2017	LG(FP)A 1963 s.5	19.34
673	K Sales	Clerk's salary – May 2017	LGA 1972 s.112 (2)	176.68
674	K Sales	Clerk's salary – June*	LGA 1972 s.112 (2)	176.48
675	GPFA	Renewal of subscription	LGA 1972 s.143	50.00
676	HMRC	PAYE for May	LGA 1972 s.112	3.20
677	HMRC	PAYE for June	LGA 1972 s.112	4.60
678	Guiting Power Social Group	Refreshments for the Annual General Assembly	LGA 1972 s.150(2)	30.55
679	Came & Company	Insurance	LGA 1972 s.111	457.98
680	GP Village Hall	Rent	LGA 1972 s.134(4)	115.00

26) 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.

The Chair informed the meeting that the next edition of the newsletter had gone to print and would be distributed shortly.

Guiting Watch web page would be going live shortly

Clr Ogden informed the meeting that in April a review had taken place for the new resident welcome pack. She thanked Geoff Cuthbert for his help.

Clr Rimmer informed the meeting that volunteers would be welcomed to help run the local fete.

The Chairman concluded the meeting at 7.50pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 5th July 2017 at 7.30pm in the Village Hall.

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Chairman

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Date

Appendix 1: Approved Accounts for the year 206/17

GUITING POWER PARISH COUNCIL						
SUMMARY OF ACCOUNTS AT 31 MARCH 2017						
			£	£	£	£
Balance at 1 April 2016						
Lloyds Bank acc: 00896036			£ 6,372.56	£ 6,373		
Scottish Widows acc:			£ 2,915.14	£ 2,915		
Petty cash			£ -	£ -		
less unrepresented cheques			£ -	£ -		
			£ 9,287.70		£ 9,288	
Income						
Precept			£ 3,250.00	£ 3,250		
Council Tax Support Grant			£ 183.00	£ 183		
Scottish Widows interest			£ 10.81	£ 11		
VAT recovered			£ 383.53	£ 384		
Petty cash paid in			£ -	£ -		
Other			£ 532.02	£ 532		
			£ 4,359.36		£ 4,359	
Total Income						£ 13,647
Expenditure						
Clerk's salary			£ 2,109.06	£ 2,109		
Other payments			£ 3,305.34	£ 3,305		
Total Expenditure						£ 5,414
BALANCE						£ 8,233
Balance at 31 March 2017						
Lloyds Bank acc: 00896036			£ 5,483.50	£ 5,484		
Scottish Widows acc:			£ 2,925.85	£ 2,926	£ 8,409	
less unrepresented cheques			£ 176.79	£ 177	£ 177	
Invested cash at 31 March 2017					£ 8,233	£ 8,233
Amount to carry forward						£ 8,233

GUITING POWER PARISH COUNCIL
BANK RECONCILIATION AT 31st March 2017

Period to March 2017

Lloyds Current Acc: 00896036

Balance per statement - 31.03.17 £ 5,483.50

Outstanding receipts

£ -

Less unrepresented chqs

665 £ 176.79

£ 176.79

Balance

£ 5,306.71

Scottish Widows Acc*

Balance per statement - 01.04.16 £ 2,915.04

Receipts

Interest paid @ 1.04.16 £ 2.90

Interest paid @ 1.07.16 £ 2.91

Interest paid @ 01.10.16 £ 2.94

Interest paid @ 01.01.17 £ 2.06

Less unrepresented chqs

NIL

£ -

Balance

GUITING POWER PARISH COUNCIL
£ 2,925.85

Total Balance

ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2017

£8,232.56

Cash book Summary

Opening Balance 01.04.16 £ 6,372.56

Last year

This year

Add receipts to date £ 4,348.55

15-16

16-17

Less payments to date £ 5,414.40

Cash Book Balance @ 31.03.17 £ **5,306.71**

20,890

9,288

Balance per Scottish Widows acc £ **2,925.85**

3,250

3,250

Closing Reconciled Balance (+) Total other receipts

22,830

1,109

£8,232.56

4 (-) Staff costs RESTATED

1,818

2,109

5 (-) Loan interest

-

-

6 (-) Total other payments RESTATED

35,864

3,305

7 (=) Balances c/forward

9,288

8,233

8 Total cash & investments

9,288

8,233

9 Total fixed assets

42082

42082

10 Total borrowings

0

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0