

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. G5L3 8DU
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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.

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Chairman

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Date