

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU  
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MINUTES: of the Annual Parish Council Meeting held in Guiting Power Village Hall on Wednesday 18<sup>th</sup> May 2016 at 7.30pm.

PRESENT: Parish Councillors: Dawn Rimmer, Else Ogden, Linda Miles, Lisa Rose and Nick Powell

IN ATTENDANCE: Kate Sales, Clerk

9 Parishioners were present

*Members of the public were welcomed to the meeting and were invited to address the council at item 17 on the agenda following the statutory annual meeting business that the Parish Council needs to conduct first.*

- 1) **To elect the Chairman of the council for the year 2016/17 and to receive the new Chairman's Declaration of Acceptance of Office.** Dawn Rimmer was proposed by Cllr Rose and seconded by Cllr Powell. The rest of the council unanimously supported the 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.** Cllr Powell was proposed by Cllr Rimmer and seconded by Cllr Ogden. Cllr Powell agreed to the position and duly signed his Declaration of Acceptance of Office.
- 3) **To receive and consider apologies for absence.** Apologies were received and accepted from Cllr Broad and County Councillor Nigel Moor.
- 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.** Councillors were reminded 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 13<sup>th</sup> April 2016 at 6.30pm 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 2015-16.** 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 2015/16 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 Accounts is to be attached to these minutes.)  
*Clerk to submit return to Grant Thornton and to publish items on the website for public inspection.*
- 9) 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.
- 10) 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.
- 11) 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.
- 12) To review the Council asset register.** This was reviewed and no changes were deemed necessary. It was therefore resolved to adopt the register.
- 13) To review the Parish Council’s risk assessment.** This was reviewed and no changes were deemed necessary. It was therefore resolved to adopt the risk assessment.
- 14) 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. Therefore, it was resolved to accept Came & Company’s quote as the policy/schedule remained the same and met all the requirements.  
*Clerk to renew the policy.*
- 15) To consider if any other Parish Council policies need reviewing.** The clerk informed the meeting that following the internal auditor’s recommendations the internal control policy needed re-looking at. The clerk would bring a revised policy back to the parish council for discussion at a later date.  
*Clerk to revise policy and bring back for discussion.*
- 16) To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year.** The following dates were agreed.  
Weds July 13<sup>th</sup> 2016  
Weds 14 September 2016  
Weds 9th November – Budget meeting 2016  
Weds 18th Jan 2017  
Weds 15 March 2017 - Annual General Assembly  
Weds 10th May 2017 – Annual meeting of the Parish Council

- 17) To receive comments and concerns from the public.** No items were raised at this point.
- 18) Co-option of new councillor on the Parish Council.** No co-option of new councillors took place as no candidates were present.
- 19) Update on traffic mirror installation opposite Post Office Corner**

The following response and advice was received from the CDC planning officer.  
*'It appears that the building is listed and that the installation of a traffic mirror would not require the benefit of planning permission, it may however require listed building consent if the mirror would be attached to a wall that is curtilage listed i.e. the wall was constructed pre 1947. It is also worth noting that whilst a traffic mirror may help those joining a road from a junction with limited visibility, a traffic mirror placed in the highway is legally classed as an obstruction on the highway. Such mirrors cannot be put up without permission from the Department for Transport. This requires extensive site investigation application information.*

*In these cases, permission is very rarely given. It is reserved only for the very poorest of busy junctions with a significant collision history and generally only on a temporary basis until junction improvements are made.*

*There are two further concerns that the department for transport may have:*

- The sun or lights from a vehicle may shine onto the mirror and reflect into the eyes of an approaching motorist, causing considerable confusion and possibly an accident or that a driver may rely on the mirror, even though it might become obscured, no longer be visible or may not even face in the right direction any more.*
- The Department for Transport stance always prefers to improve visibility at junctions, rather than rely on a traffic mirror. If a mirror is installed without Department for Transport permission and a collision occurs, the installer would be liable to prosecution.'*

The information provided informed the Parish Council that the corner did not fulfil enough requirements to pass inspection. It was therefore decided that the council could no longer pursue this item and it was agreed no further action would be taken.

- 20) Playground Update** – routine maintenance inspection update from Cllr Rose and to discuss annual inspection from Touchwood Enterprises. Cllr Rose informed the meeting that she had undertaken a general inspection and there were no issues. An annual inspection would be undertaken by Touchwood Enterprises on Wednesday 1<sup>st</sup> June 2016.
- 21) Fete** - To ensure all PC insurance requirements will be fulfilled by the Social Group. The Parish Council needed a full risk assessment to be carried out prior to the event for it to be covered by the council's insurance. Cllr Miles would undertake this. A copy of the risk assessment to be given to the clerk for the council's records.  
*Cllr Miles and the Social Group to undertake the risk assessment and to ensure the event would be compliant with the council's insurance requirements. Copy of the assessment to be sent to the clerk.*

**22) Queen's 90th Birthday - National Street Party** - To discuss & agree way forward with finance & arrangements for Guiting Power Street Party 12th June.

The Clerk informed the meeting that Came & Company (the insurance provider) would automatically be covering these sort of events under their policy as long as all permits were in place, if applicable and adequate marshalling and first aid providers were present.

**23) Highways Update**

- Yoicks, Tally Ho Lane had been re-turfed as agreed with Gloucestershire Highways and they had confirmed they were now satisfied all had been done to reinstate the verge area. The Parish Council felt that more could have been reinstated.
- A scheme of work for the repairs in Castlett Street would be drawn up.
- Consultations had been ongoing with Gigaclear regarding the cabinet location in the village. This had now been carried out and cabinet would be situated on Village Hall land so it was not in an obtrusive place in the village.
- The B4068 was due to be surface dressed in August
- Although not in the Parish, but may affect local journeys the B4068 near Brockhill Quarry would be closed for 2 weeks at the end of May to undertake drainage works. At the time of the meeting it was noted that these works were already underway.

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

- For consideration

**5 Tally Ho Lane Guiting Power (16/01400/FUL) Single storey rear sun room.**

The applicant informed the meeting that the extension wall would be made from Cotswold Stone and the wooden door frames and windows would be painted in the Cotswold green or slate to make it sympathetic to its surroundings. No uPVC frames would be used.

A resident in a neighbouring property raised objections as they would suffer from a loss of light due to the height of the extension, and building up to the boundary wall if this application went ahead. The Chair informed the meeting that she had spoken to the planning officer at CDC and had been informed that if the proposed development had been 50cm shorter planning would not have been necessary. The applicant would be entitled to build up to the boundary or erect a 2-metre high fence without planning permission.

The resident was also concerned that the extension would have an impact on the surrounding landscape as it could be seen from the play area behind the property. The Parish Council noted that an extension/orangery similar to the proposed application had been erected at another property in the parish and it did not look obtrusive in its setting and felt that this property's would not do so either.

The planning officer also informed the Chair that he could not currently see any reason to object to this proposal and with this information to hand the Parish Council decided that it had no comments to submit for this planning application.

- For noting – there were no items to note.
- Enforcement – there were no enforcement items to consider.

**25) War Memorial Update by John Slatter**

Mr Slatter who was unavailable to attend the meeting had, prior to the meeting informed the Chair that grants were available to clean war memorial but these had a lengthy and complex application process. He had been advised by a specialist stone mason that the simplest method of cleaning was to pressure wash them and repaint as necessary.

A parishioner queried this as if the memorial was constructed out of a Jurassic stone pressure washing could damage the stone patterning.

The Parish Council was unsure of the stone and decided to just go ahead with repairing the wall and coping stones. A quote for the work would be carried out.

**26) To identify new residents in Guiting Power & arrange welcome.** A number of new residents had recently moved into the village including 2 properties at Latimer Court, Well Lane, Cloud Hill Cottage, Tally Ho Lane and No.1 The Old Bakery. The Parish Council felt it would be appropriate for the new welcome letter Cllr Ogden had worked upon to given to the new residents.

*Cllr Ogden to deliver the welcome leaflet.*

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

- (a) Cotswold District Council's draft Housing Plan 2016 – 2020 incorporating the Housing Strategy, the Homelessness Strategy and Strategic Tenancy Policy is now available for consultation until 14<sup>th</sup> June. For information only.
- (b) Gloucestershire Constabulary – letter regarding crime in the area. This had been displayed on the parish noticeboards.
- (c) Gloucestershire Highways/Amey – Winter maintenance letter. Salt requirements needed to be submitted. However, it was decided to leave this until the next meeting as the snow warden would be in attendance then to discuss the salt bins. A resident at Chapel Ash informed the meeting that there were no grit/salt bins in this particular area. The road there is particularly steep and freezes badly when water comes off the fields. Again it was agreed that this would all be discussed at the next meeting.

**28) Finances**

- **To receive current state of accounts.**

The accounts were approved and signed as a true and accurate account.

GPPC EXP vs BUDGET 2016-17			GUITING POWER PARISH COUNCIL							
AS AT 30.04.16										
		Budget	Actual	Antic.	Antic. Total	Remainder	Actual	Antic.	Total	
		2016/17	Spend	Spend	Spend	of Budget	Income	Income	Income	
			to	from	to	to date	to	from	to	
			30.04.16	01.05.16	31.03.17	+ / -	30.04.16	01.05.16	31.03.17	
Precept		3250.00					2393.00	857.00	3250.00	
Council Tax Support Grant		183.00					183.00	0.00	183.00	
Bank interest		0.00					0.00	0.00	0.00	
VAT refund		160.00					0.00	160.00	160.00	
Other							0.00	0.00	0.00	
<b>TOTAL</b>		<b>3593.00</b>								
Staff Costs		1700.00	304.43	1395.57	1700.00	1395.57				
Admin expenses		350.00	51.44	298.56	350.00	298.56				
Insurance		430.00	0.00	430.00	430.00	430.00				
Audit Costs		200.00	0.00	200.00	200.00	200.00				
Meeting room hire		200.00	110.00	90.00	200.00	90.00				
Subscriptions		250.00	127.74	122.26	250.00	122.26				
Training		275.00	0.00	275.00	275.00	275.00				
Maintenance costs		400.00	0.00	400.00	400.00	400.00				
Donations		600.00	0.00	600.00	600.00	600.00				
section 137		0.00	0.00	0.00	0.00	0.00				
Equipment		200.00	0.00	200.00	200.00	200.00				
Newsletter		120.00	0.00	120.00	120.00	120.00				
VAT Paid		160.00	2.45	157.55	160.00	157.55				
Other		20.00	0.00	20.00	20.00	20.00				
Annual Assembly		100.00	0.00	100.00	100.00	100.00				
Reserve (playground)		1212.91	0.00	0.00	0.00	1212.91				
<b>TOTALS</b>		<b>6217.91</b>	<b>596.06</b>	<b>4408.94</b>	<b>5005.00</b>	<b>5621.85</b>	<b>2576.00</b>	<b>1017.00</b>	<b>3593.00</b>	

<b>GUITING POWER PARISH COUNCIL</b>				
<b>BANK RECONCILIATION AT 30th April 2016</b>				
<b>Period to 30th April 2016</b>				
<b>Lloyds Current Acc: 00896036</b>				
			£	£
	Balance per statement - 30.04.16		£ 8,535.00	
	Outstanding receipts			
			£ -	
	Less unpresented chqs			
		622	£ 50.00	
		623	£ 22.50	
		625	£ 110.00	
			£ 182.50	
	<b>Balance</b>		<b>£ 8,352.50</b>	
<b>Scottish Widows Acc</b>				
	Balance per statement - 31.03.16		£ 2,915.14	
	Outstanding receipts			
	Interest		£ 2.90	
	Less unpresented chqs			
	NIL		£ -	
	<b>Balance</b>		<b>£ 2,918.04</b>	
	<b>Total Balance</b>			<b>£11,270.54</b>
<b>Cash book Summary</b>				
	Opening Balance 01.04.16		£ 6,372.56	
	Add receipts to date		£ 2,576.00	
	Less payments to date		£ 596.06	
	<b>Cash Book Balance @ 31.03.16</b>		<b>£ 8,352.50</b>	
	<b>Balance per Scottish Widows acc</b>		<b>£ 2,918.04</b>	
	<b>Reconciled Balance</b>			<b>£11,270.54</b>

- **To approve payments and note receipts**  
Precept payment (1<sup>st</sup> instalment) received from Cotswold District Council of £2576.00

These were noted and approved.

Payments made between meetings - none made				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
627	K Sales	Expenses -April-May 2016	LG(FP)A 1963 s.5	37.26
628	K Sales	Clerk's salary – May 2016	LGA 1972 s.112 (2)	221.11
629	K Sales	Clerk's salary – June*	LGA 1972 s.112 (2)	128.70
630	D Rimmer	Newsletter production	LGA 1972 s.142(1A)	36.99
631	Guiting Power Social Group	Refreshments for the Annual General Assembly	LGA 1972 s.150(2)	50.46
632	Came & Company	Insurance	LGA 1972 s.111	447.76
633	HMRC	PAYE Payment for May	LGA 1972 s.112	5.80

\*post-dated chq for 30.06.16 for salary due to no meeting in June

**29) For information only**

The Chair informed the meeting that the latest newsletter was now available. The next issue would be due out in November. A member of the public asked whether the newsletter would take advertising. The Chair replied that at this current time it was not an option.

Another resident asked what was happening with the Neighbourhood Watch scheme. The Chair informed the meeting that this was not a service that the Parish Council had to provide. However, the Parish Council were happy to help set the scheme up and had appealed for volunteers at the Annual Assembly last month. Someone had now come forward to co-ordinate the scheme. The Chair hoped that she would be able to provide an update at the next meeting.

The Chair also took this opportunity to inform the meeting that even now the Parish Council had successfully had new dog bins and signage installed in the village, some owners were still being irresponsible and not clearing up their dog’s mess. She handed a photograph around to prove the point. A resident informed the meeting that the bins were quite full and could extra emptying be requested? The Chair agreed to look into it.

The Chairman concluded the meeting at 8.25pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on the 13th July 2016. at 7.30pm in the Village Hall.

.....  
**Chairman**

.....  
**Date**



*Accounts & Annual Return for 2015/16 as approved in items 7 and 8 on the agenda.*

<b>GUITING POWER PARISH COUNCIL</b>						
<b>SUMMARY OF ACCOUNTS AT 31 MARCH 2016</b>						
			£	£	£	£
<b>Balance at 1 April 2015</b>						
Lloyds Bank acc: 00896036			£ 18,021.12	£ 18,021		
Scottish Widows acc:			£ 2,903.53	£ 2,904		
Petty cash			£ -	£ -		
less unrepresented cheques			£ 35.00	£ 35		
			£ 20,889.65		£ 20,890	
<b>Income</b>						
Precept			£ 3,250.00	£ 3,250		
Council Tax Support Grant			£ 250.00	£ 250		
Scottish Widows interest			£ 11.61	£ 12		
VAT recovered			£ 5,292.61	£ 5,293		
Petty cash paid in			£ -	£ -		
Other			£ 17,276.19	£ 17,276		
			£ 26,080.41		£ 26,080	
<b>Total Income</b>						<b>£ 46,970</b>
<b>Expenditure</b>						
Clerk's salary			£ 1,560.48	£ 1,560		
Other payments			£ 36,121.88	£ 36,122		
<b>Total Expenditure</b>						<b>£ 37,682</b>
<b>BALANCE</b>						<b>£ 9,288</b>
<b>Balance at 31 March 2016</b>						
Lloyds Bank acc: 00896036			£ 6,372.56	£ 6,373		
Scottish Widows acc:			£ 2,915.14	£ 2,915	£ 9,288	
less unrepresented cheques			£ -	£ -	£ -	
Invested cash at 31 March 2016					£ 9,288	£ 9,288
<b>Amount to carry forward</b>						<b>£ 9,288</b>

<b>GUITING POWER PARISH COUNCIL</b>			
<b>END OF YEAR BANK RECONCILIATION AT 31st March 2016</b>			
<b>Period to 31st March 2016</b>			
<b>Lloyds Current Acc: 00896036</b>			
		£	£
Balance per statement		£ 6,372.56	
Outstanding receipts			
NIL		£ -	
Less unrepresented chqs			
	£ -	£ -	
<b>Balance</b>		<b>£ 6,372.56</b>	
<b>Scottish Widows Acc</b>			
Balance per statement		£ 2,915.14	
Outstanding receipts			
NIL		£ -	
Less unrepresented chqs			
NIL		£ -	
<b>Balance</b>		<b>£ 2,915.14</b>	
<b>Total Balance</b>			<b>£9,287.70</b>
<b>Cash book Summary</b>			
Opening Balance 01.04.15		£ 17,986.12	
Add receipts to date		£ 26,068.80	
Less payments to date		£ 37,682.36	
<b>Cash Book Balance</b>		<b>£ 6,372.56</b>	
<b>Balance per Scottish Widows acc</b>		<b>£ 2,915.14</b>	
<b>Reconciled Balance</b>			<b>£9,287.70</b>
<b>Balance to carry forward</b>			<b>£9,287.70</b>

GUITING POWER PARISH COUNCIL						
ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2016						
				Last year 14-15	This year 15-16	
1	Balances brought forward			9,867	20,890	
2	(+) Annual Precept			3,254	3,250	
3	(+) Total other receipts			10,208	22,830	
4	(-) Staff costs			803	1,560	
5	(-) Loan interest			-	-	
6	(-) Total other payments			1,637	36,122	
7	(=) Balances carried forward			20,889	9,288	
8	Total cash & investments			20,889	9,288	
9	Total fixed assets			6133	42082	
10	Total borrowings			0	0	