

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU
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MINUTES: of a Parish Council Meeting held in Guiting Power Village Hall on Tuesday 20th September 2016 at 8.00pm.

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

IN ATTENDANCE: Kate Sales, Clerk

One parishioner was present

Members of the public were welcomed to the meeting and invited to address the council at Item 4 in the Agenda.

AGENDA

- 1) **To receive apologies for absence.** Apologies were received and noted from Cllr Ogden.
- 2) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** Cllr Broad declared an interest in item 5 (application 16/02644/FUL) and informed the meeting he would not take part in discussions surrounding it. The Council noted his interest.
- 3) **To approve the minutes of the Parish Council meeting held on the 13th July 2016.** It was agreed that these were a true record of the meeting and were duly signed.
- 4) **To hear representations from the public regarding any item on the Agenda.** There were none.
- 5) **To consider and note planning applications and agree responses:**

For consideration

St Michaels Church, Church Lane Guiting Power (16/02644/FUL) Detached WC and mower store. It was noted that an archaeological dig was in hand at the site. After discussions the Parish Council agreed to support the application due to the fact that it was a community project and the services it would provide would be of benefit to the community and also for wider public use such as walkers and ramblers. It was agreed that the Parish Council would send a letter of support to the Planning Officers at Cotswold District Council.

Clerk to send the letter of support to the planning authorities.

For noting

Laurel Tree Cottage Castlett Street Guiting Power (16/01798/FUL) Full Application for Change of use of land to residential and Proposed garden building. Cotswold District Council permitted this application and noted it had been built.

Enforcement

No enforcements to note at present

6) Footpath Warden – update

Mr Cuthbert informed the meeting that the footpath at the top of Tally Ho had now been fixed.

The Cotswold Wardens had now installed way-markers at the entrance of Farmcote Estate.

The kissing gate and the bridge under Fishponds had been repaired and that a new drain on the footpath outside the church had been installed.

7) Playground Update

Cllr Rose informed the meeting that an inspection of the playground had taken place and all was in good shape and condition.

She also informed the meeting that the course she had attended run by Gloucestershire Playground Association on playground maintenance and inspection had been very helpful and informative.

8) To agree finances towards Guiting Power Childrens' Xmas Party.

The council heard that due to overwhelming local support the children's xmas party last year managed to self-fund, and it was noted that the donation given to them by the Parish Council was not needed and returned. Due to the success of it last year it was decided that the Parish Council would not need to donate anything again this year.

9) Bonfire Night

To discuss insurance and risk assessment requirements and to agree finances.

It was agreed that the Parish Council would pay for the fireworks as it did last year.

The Clerk informed the meeting that the insurance company needed a copy of the risk assessment 14 working days before the event. She had also spoken to the insurance company and they had confirmed that if nothing had changed from last year then the 90 metre exclusion distance was still acceptable. Cllr Rimmer agreed to carry out the risk assessment.

ACTION: Cllr Rimmer to undertake the risk assessment and the clerk to submit it to the insurance company within the timeframe required.

10) Salt bin location review

The Snow Warden had kindly provided updates and after discussions it was decided that the bin outside Castlett Farm on Barton Lane should at present stay in situ. This decision could be looked at in a year's time if there were problems with it being re-filled. The problems with the bin outside the Bakery had now been sorted. A new bay had been built and had been lined to prevent further salt damage to adjoining walls. The new bin at Chapel Ash remained an open item as the Snow Warden who was unable to attend this evening's meeting had agreed to speak to the local residents about locations.

ACTION: Chapel Ash bin to be added to the agenda for November's meeting.

11) Post Office Outreach Service at Guiting Power

The Chair informed the meeting that after the Outreach service had been cancelled on a couple of occasions over the Summer she had been informed that this had been due to extreme circumstances and that the service was not under threat of reduction or closure.

12) To agree finances for Remembrance Service

The finances for this were agreed and a donation was set of £50.00.

13) To receive correspondence and agree response

- **GAPTC – latest courses available.** It was agreed that the clerk should attend the ‘Planning from the Parish Council Perspective’ on the 6th October. Cllrs Rose and Roseblade expressed an interest in the ‘Being a Better Councillor’ courses. The clerk agreed to send them the dates to see if any where suitable.
- **GAPTC - devolution observations letter** – for information only.
- **Cotswold District Council – Council Tax Scheme consultation.** The Chairman urged councillors to read this consultation as it could have an impact on local residents. Councillors had received this prior to the meeting via email. The consultation period end on 28.10.16.
- **Cotswold Lion magazine, summer edition** - for information only

14) To agree a revised Internal Control Policy following internal auditor’s report.

After discussions it was agreed to adopt the policy. It was also agreed that due to the Parish Council having a small precept and a limited number of transactions that the review would only be needed to be carried out twice a year. It was agreed that the first review would take place before the next meeting.

ACTION: The Clerk to ensure a review takes place before the next Parish Council Meeting.

15 Finances

15.1 To receive current state of accounts and bank reconciliation. These were received and accepted as an accurate record. A bank reconciliation was accepted and signed.

GPPC EXP vs BUDGET 2016-17		GUITING POWER PARISH COUNCIL							
AS AT 31.08.16									
		Actual	Antic.	Antic. Total	Remainder	Actual	Antic.	Total	
		Spend	Spend	Spend	of Budget	Income	Income	Income	
	Budget	to	from	to	to date	to	from	to	
	2016/17	31.08.16	01.09.16	31.03.17	+ / -	31.08.16	01.09.16	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					383.53	0.00	383.53	
Other						0.00	0.00	0.00	
TOTAL	3593.00								
Staff Costs	1700.00	925.22	774.78	1700.00	774.78				
Admin expenses	350.00	144.17	205.83	350.00	205.83				
Insurance	430.00	447.76	-17.76	430.00	-17.76				
Audit Costs	200.00	0.00	200.00	200.00	200.00				
Meeting room hire	200.00	122.50	77.50	200.00	77.50				
Subscriptions	250.00	127.74	122.26	250.00	122.26				
Training	275.00	155.18	119.82	275.00	119.82				
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	36.99	83.01	120.00	83.01				
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	50.46	49.54	100.00	49.54				
Reserve (playground)	1212.91	0.00	0.00	0.00	1212.91				
TOTALS	6217.91	2012.47	2992.53	5005.00	4205.44	2959.53	857.00	3816.53	
Reserves as at 1.4.16				£6,372.56					
Income during year				£3,816.53					
Plus Scottish Widow acc (Reserve)				£2,920.95					
Expenditure during year (if on budget)				£5,005.00					
Playground funds held in reserve				£1,212.91					
Antic. reserves at year end				£6,892.13					

GUITING POWER PARISH COUNCIL				
BANK RECONCILIATION AT 31st August 2016				
Period to 31st August 2016				
Lloyds Current Acc: 00896036			£	£
	Balance per statement - 31.08.16		£ 7,449.61	
	Outstanding receipts			
			£ -	
	Less unpresented chqs			
	36	£ 129.99		
			£ 129.99	
	Balance		£ 7,319.62	
Scottish Widows Acc*				
	Balance per statement - 01.04.16		£ 2,918.04	
	Outstanding receipts			
	Interest @ 1.07.16		£ 2.91	
	Less unpresented chqs			
	NIL		£ -	
	Balance		£ 2,920.95	
	Total Balance			<u>£10,240.57</u>
Cash book Summary				
	Opening Balance 01.04.16		£ 6,372.56	
	Add receipts to date		£ 2,959.53	
	Less payments to date		£ 2,012.47	
	Cash Book Balance @ 31.08.16		£ 7,319.62	
	Balance per Scottish Widows acc		£ 2,920.95	
	Reconciled Balance			<u>£10,240.57</u>
<small>* Statements only received every three months</small>				

15.2 To approve payments and note receipts.

These were approved. It was noted that a VAT refund of £383.53 was received on 12.08.16

Payments made between meetings - none made				
The following payments to be approved				
Chq no	Payee	Purpose	Auth	Cheque value
641	K Sales	Expenses - Aug-Sept 2016	LG(FP)A 1963 s.5	39.28
642	K Sales	Clerk's salary - September 2016	LGA 1972 s.112 (2)	129.99

643	K Sales	Clerk's salary – October*	LGA 1972 s.112 (2)	129.99
644	GAPTC	Internal Audit	LGA 1972 s.111	80.00
645	PATA Payroll	Payroll Services July-Sept	LGA 1972 s.111	22.50

* post-dated chq as no meeting in October

15) 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 Clerk informed the meeting of the following update from Bob Skillern at Gloucestershire Highways: ‘

- *The patching work for Castlett street has been ordered and will be undertaken in the next couple of months. I will forward a programme date when I receive one.*
- *Drainage jetting work to be undertaken at various village locations.*
- *Annual gully emptying is scheduled for November 2016.’*

The Clerk also informed the meeting that she had been notified that the Neighbourhood Policing of the North Cotswolds would now be taken over by Police Sgt Rich Knapp as Sgt Richard Payne was leaving.

The Annual Return had been returned by Grant Thornton and that it would be published on the website according to the Transparency Guidelines.

The Chairman informed the meeting that Nettie Ekblom had agreed to run a ‘Guiting Watch’ scheme. Brockhampton already run a similar scheme and she is contacting them to see if it is something that Guiting Power could do. The scheme collects email addresses and then circulates updates from the Police as and when they come through. The Guiting website would host an information page informing people on the scheme and how to register. It was noted that this was not a service provided by the Parish Council and that it would be run by volunteers.

A request from Cllr Ogden (who was not present) regarding the possible erection of a village Christmas Tree. The Council had previously included funds of £50 for this in their budget for this year. Mrs Hayes had agreed it could be erected outside her house and power supplied to it from her outside power source. Cllr Broad offered to donate some external lights for the tree. Cllr Ogden to bring back costs for the tree to the next meeting.

The Chairman concluded the meeting at 8.50pm and thanked everyone for their attendance. The next Parish Council meeting will be held on the 9th November 2016 at 7.30pm, and will be held in the Village Hall.

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Chairman

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Date