

CLERK: Kate Sales, 5 Okus Road, Charlton Kings Cheltenham. GL53 8DU

Tel: 01242 583303 E-mail: katiemsales1@gmail.com

**MINUTES:** of a Parish Council meeting held in the Village Hall on Wednesday 11th February 2015 at 7.30pm.

**PRESENT:** Parish Councillors: Dawn Rimmer, Verity Edwards-Flaherty, David Broad, Nick Powell,  
County Councillor Nigel Moore  
Guiting Manor Amenity Trust - Mary Greenhill

IN ATTENDANCE: Kate Sales, Clerk

7 Parishioners

- 1) **To receive apologies for absence** - Apologies received Cllr Tolley
- 2) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).**  
There were none declared
- 3) **To approve the minutes of meeting held on 14th January 2014.**  
These were approved and signed.
- 4) **To hear representations from the public regarding any item on the Agenda.**  
No representations were made.
- 5) **After agreement from Cotswold District Council the co-option of new members onto the Parish Council. Candidates are: Lisa Rose and Linda Miles.**  
Both new councillors were successfully co-opted onto the council. They both were proposed by the Chair D Rimmer and seconded by Cllr Edwards-Flaherty. Both Cllr Rose and Cllr Miles signed their Declaration of Office and joined the council table to participate in the meeting.
- 6) **To consider and note planning applications and agree responses:**

For consideration

**Tally Ho House, Cloud Hill, (14/05647/FUL and 14/05695/LBC) - Proposed replacement glasshouse including rebuilding of retaining wall.**

Guiting Power Parish Council had no objections to this application.

For noting

**Castlett Lodge Castlett Street (15/00098/COMPLY) - Alterations including a side extension, a replacement porch, two dormer windows and alterations to the adjoining barn - compliance with conditions 3 (samples) and 5 (details)**

For information only - no formal consultation request has been sent to the Parish Council.

**National Grid Wireless Foxhill Transmitting Station Guiting Power (15/00327/TELEC.) The Replacement of 3 no. existing antennas with 3 no. modern replacement antenna units and the installation of 3 no. additional**

**antenna units and 2 no. 0.6m transmission dishes, feeder cables, cable gantry support, and ancillary development thereto.**

This was a late application and did not appear on the agenda but as it was for noting only it was mentioned.

Enforcement

There were none.

**7) To receive an update on the recruitment of a Parish Tree Warden.**

Chair reported that there was still no interest in this position but would continue to advertise.

**8) To receive a report from the Parish Footpath Warden.**

Geoff Cuthbert provided a comprehensive report for the council over the footpaths and passageways that need to be adopted. He has received the application form from the County Council and will carry on pursuing this matter. County Councillor Nigel Moore asked on a footpath that had been discussed at the May's meeting. This case was no further forward but the footpath warden informed everyone that the footpath rights had been there before the land became the ownership of the Trust. It was resolved that the footpath warden would email County Cllr Nigel Moore the relevant information and he would take it up at County level again.

**9) Promotion of the Parish Council: to receive a progress update for the following areas & agree a way forward:**

- Newsletter  
The first edition was well received in the Parish. It was agreed that the second issue would try to be published before the General Assembly in May or otherwise before the Village fete.
- Facebook page  
At present it was resolved that no action would be taken on this yet.
- Web page  
After a discussion it was resolved that the parish council would have a page on the local community's website [www.guitingevents.co.uk](http://www.guitingevents.co.uk) so that it can have a web presence and to enable it to fulfill its legal duties in publishing information. The option of a dedicated website for the parish council may be looked at again in the future.
- Twitter account.  
At present it was resolved that no action would be taken on this yet. However the Chair informed the council that she had reserved the name '@guitingpowerpc' in case it was needed for future use.

**10) Defib machine:**

- To receive report regarding the maintenance and insurance of the machine. The clerk reported that the De-fib machine was covered for public liability under the council's insurance but not against theft and damage. An extra premium of around £9.12 per annum is needed to cover against loss or damage. This will be applied at renewal. There will be a £250 excess for any one claim. It was resolved to update the insurance to cover the machine. It was also resolved to go-ahead and purchase the maintenance contract from Community Heartbeat of £126 per annum. This had previously been resolved at the meeting on the 14th January (MINUTES 14/01/2015)

*ACTION: Clerk to update insurance and sort maintenance contract*

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**11) To receive a report on the progress of the issue with the Royal Mail collection times.**

Chair informed the meeting that after lengthy discussions with Royal Mail, they had now agreed to leave the collection time in the village at around 4pm and change the collection time at The Grange to 9am. Everyone was very pleased with this outcome and the Chair thanked County Cllr Nigel Moore for his input into this as well as the MP Mr Clifton-Brown who also made representations to Royal Mail on the parish's behalf as well.

**12) To receive a report on the progress of the issue with the installation of superfast broadband & agree a way forward.**

Geoff Cuthbert had been looking into this for the council and gave a very comprehensive report over what had been happening with the rollout of broadband to Guiting Power over the previous twelve months. Open Reach and Fastershire had kept extending Guiting Power's delivery date from April 2014 to June 2014 and then Dec 2014. At the end of last year Guiting Power was taken off the list to receive broadband and is now under review.

It was discussed that the existing slow speeds are not only detrimental to local business but it prevents residents from receiving the best competitive packages for television, telephone etc. In addition it also has an impact on house prices as the community's communication infrastructure is poor.

It was resolved that a public meeting should be called as Open Reach publically state that they will attend one to discuss problems. It was agreed that the Chair would contact the Chair at Temple Guiting whose parish also suffers with the same problem to see if they wanted to come on board.

***ACTION: Chair to contact Temple Guiting Parish Council***

**Changes to Standing Orders - Openness and Transparency Regulations.**

New regulations came in to force on 8.8.14 giving the public the right to film or record council meetings while they are taking place. Parish Council's existing Standing Orders need to be revised.

Proposal is that Council revokes Standing Order 4(l) which prevents the recording or filming of meetings without prior consent and amends to the NALC recommendation of:

*'A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:*

- a. film, photograph or make an audio recording of a meeting;*
- b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;*
- c. report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.'*

It was resolved to revoke Standing Order 4 (l) and replace with the above recommendation. Council remain happy with the remaining Standing Orders.

***ACTION: Clerk to update Standing Orders and circulate to all Councilors.***

### **Independent Internal Audit & Regulations Update**

- Policies required to be in place by end of financial year  
Clerk reported that there were a number of policies that the parish council were lacking. However it was essential that new financial regulations should be in place by the end of the financial year at a minimum. It was resolved that the new financial regulations would be adopted from this meeting
- Implementation of Local Government Transparency Code for Smaller Authorities (December 2014) and what this means for Guiting Power Parish Council  
This was discussed and it was resolved that the Clerk would liaise with Geoff Cuthbert about putting the relevant documents on the new parish council page of the [guitingevents](#) website in order to be compliant with publishing information.
- Independent Internal Audit  
It was resolved to appoint GAPTC as the parish council's Independent Internal Auditor.
- Internal Finance controls procedures  
The following procedure was discussed to *safeguard the council's funds and to minimize risk.*  
*Proposal is that checks should consist of a random sample of cheque stubs being checked against bank statements and invoices. Appointed councillor to then report back and the action will be minuted. Proposed number of check (on top of independent audit) is for only twice a year as the parish council has a small precept. Councillors take in turns at performing the checks. It was resolved that council accepted this control procedure and he clerk would look into drawing up a checking list for this purpose.*

*ACTION: Clerk to: finalize financial regulations and circulate approved document to all councillors; contact GAPTC to arrange audit; liaise with Geoff Cuthbert over parish council page on website; prepare checking document and internal controls procedure so they can be implemented at next parish council meeting; work through missing parish council policies and prepare drafts for council to consider*

### **13) Data Protection - Registering with the ICO**

Under the Data Protection Act of 1998 all parish councils should be registered with the ICO as they store personal information of non-councillors ,  
It was resolved that the parish council would register and pay the annual fee of £35.

*ACTION: Clerk to arrange registration and payment with ICO.*

### **14) To receive a report on the progress of the Playground Project from the Playground Committee and agree its Terms of Reference.**

It was resolved to accept the committees Terms of Reference.  
Cllr Edwards- Flaherty informed the council that they had successfully received funding from the Big Lottery Fund of £9,950.  
The expected budget subject to final quotations is around £25k +VAT.  
The committee is meeting Touchwood the approved supplier next week to finalise discussions and timelines.

*ACTION: Cllr Edwards-Flaherty to meet Touchwood. Committee to report back to council on progress at the next meeting.*

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**15) Cotswold District Local Plan Consultation.**

Consultation document now available explaining the strategy for development across the District and detailed site allocations in sustainable settlements. Comments to be submitted by Friday 27th March 2015.

This document was discussed and it was resolved that the parish council had no comments to make.

**16) To receive an update on concern over damage to verges and mud on the road at the development by YOICKS on Tally Ho Lane.**

This had been cleaned up

**17) To receive an update on the large gully and uneven road surfaces caused by sub contractors at Western Power laying underground power supply.**

Chair informed council that she had spoken to the Project Manager at Western Power who had apologized for the problems. She informed the Chair that the contractors were on a two week deadline (9th Feb) to sort the problems out. It was noted that the contractors deadline had expired and work still wasn't complete. It was resolved that the Chair would chase Western Power again

*ACTION: Chair to re-contact Western Power.*

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

- **GRCC** - invitation to attend Neighbourhood Development Plans (NDPs) on Wednesday 25th March 2015 at Brockworth Community Centre 5pm – 8:30pm. No response required
- **Cotswolds Conservation Board** - seminar on road verge management for Parish Councils – Thursday 5th March, 10.00am, Adlestrop Village Hall. No response required.
- **Cotswold District Council** - Business Matters issue 17. For information only no response required.
- Cotswold District Council - invitation to attend commonwealth ceremony on 9th March 10am. Individual councillors to decide if they want to attend.

**19) Finances**

21.1 To receive the current state of accounts  
These were received and approved.

**GUITING POWER PARISH COUNCIL**

**ACCOUNTS**

**BUDGET v ACTUAL AS AT 30TH JANUARY 2015**

<b>Budget</b>		<b>Actual</b>	<b>Variance</b>
<b>£</b>	<b>Receipts</b>	<b>£</b>	<b>£</b>
4904	carried forward	4904	0
3500	Precept	3500.00	0
0	Council Tax Support Grant	0.00	0
0	Interest	0	0
0	Other	2056	2056
0	Vat reclaim	0	0
<b>8404</b>	<b>Total income</b>	<b>10,460</b>	<b>2056</b>
<b>Payments</b>			
838	Staff costs	471	367
250	Admin expenses	232	18
400	Insurance	279	121
250	Audit fees	70	180
200	Meeting room hire	126	74
200	Subscriptions	0	200
200	Training	170	30
300	Maintenance costs	0	300
0	Donations	500	-500
0	Section 137	0	0
0	Reserve	0	0
0	VAT	15	-15
0	Other	2056	-2056
<b>2638</b>	<b>Total Expenditure</b>	<b>£ 3,920</b>	<b>-1282</b>
	<b>Balance in hand</b>	<b>£ 6,540</b>	

21.2 To approve payments  
These were all approved

<b>The following payments to be approved</b>				
<b>Chq no</b>	<b>Payee</b>	<b>Purpose</b>	<b>Auth</b>	<b>Cheque value</b>
558	K Sales	Clerk's Expenses - Jan 2015	LG(FP)A 1963 s.5	37.39
559	D.Rimmer	Expenses / Poppy wreath/Training	LG(FP)A 1963 s.5 / LGA 1972 s.137 / LGA 1972 S.111	138.00
560	Instant Print	Printing of Newsletter	LGA 1972 S.142	33.99

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To approve clerk's February salary at the contracted hours on scale SCP 19. (Authority LGA 1972 s.112 (2))

To approve overtime - from January 2015. 8 hrs at standard rate. To be incorporated into the February salary (Authority LGA 1972 s.112 (2))

These items were both approved.

It was noted that cheques numbered 540 to 544 have been cancelled and replaced by cheques 552 to 556 due to the signatories changing on the parish council's bank account. All payments had previously been approved and minuted. (MINUTES 14/01/2015 6)

21.3 Update on Lloyds Bank Acc mandates

Chair informed the council that the mandate had been authorised and the council were now in a position to sign cheques again.

**22) For information only**

Cllr Broad brought up the subject of the clearing of leaves on the footpaths in the village, particularly around Winchcombe Road, as they were becoming dangerously slippery. The Chair agreed to contact Bob Skillern at Gloucestershire Highways. Cllr Powell offered in the interim that he would clear the leaves himself. The Chair thanked him for his offer.

Cllr Edwards-Flaherty said she had spoken to the PSCO at Bourton Community Centre regarding concern from a member of the public that they had seen drug dealing taking place within local public houses and other locations. The PSCO said the individual had already been in touch with themselves. The PSCO said the police couldn't act unless there was some evidence, so suggested that concerned individuals may want to keep a diary of events as evidence to present to the police.

The Chair informed the meeting that the Plenty 20 signs to help reduce speeding have been erected at the entrance to the village. The traffic survey cables are also now in place and will record speed and the number of vehicles. This should help to determine whether the parish suffers from a speeding problem.

The Chairman concluded the meeting at 8.45pm and thanked everyone for their attendance. The next Parish Council meeting which will be the Annual General Meeting of the Parish Council will be held on the 20th in the Village Hall. The Annual Assembly will also be held in May on Wednesday 27th May.

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Chairman

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Date