

## GUITING POWER PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held October 4th, 2023, 7 p.m.

Held at the Cochrane Meeting Room

Present: Cllrs Tony Allcock OBE (Chair) (Part), Simon Gardner, Simon Wallis, Charlie Friend, Sam Ayton-Hill, Neil Smith, Fiona Formby

Attending: Clerk Jane Carter, District Councillor Len Wilkins

MINUTE	AGENDA ITEMS	ACTION
231004/1	<b>Apologies for absence:</b> Cllr Mark Mackenzie-Charrington	
231004/2	<b>To Receive Declarations of Interest from Councillors-</b> none	
231004/3	<b>To approve the minutes of the Parish Council meeting held July 19<sup>th</sup>, 2023</b> - the minutes of the meeting were approved as a true record and signed by the Chair.	
231004/4	<b>To receive comments and concerns from the public:</b> None	
231004/5	<b>To receive report from County Councillor Mark Mackenzie-Charrington:</b> the report had been circulated and was noted.	
231004/6	<b>To receive report from District Councillor Len Wilkins:</b> Cllr Wilkins updated councillors on discussions regarding the 5-year housing supply at CDC. Tourist Information Offices would be closing. Support and advice were available for councils updating their emergency plans. The clerk would confirm if the council had an existing emergency plan	Clerk
231004/7	<b>Governance:</b> <b>I. Assets Register;</b> Cllr Smith has inspected the council's assets. There were no recommendations. The assets register would be updated. It was proposed that a Playground disclaimer sign be erected. Clerk to investigate suitable wording	Clerk
	<b>II. Grant/donations policy:</b> the proposed policy had been circulated. After some discussion it was agreed that applicants could make more than one application in a year and that the maximum award would be £500. They would also be required to update the council on any activity 12 months after the grant award. The policy was approved with the proposed amendments	Clerk
231004/8	<b>Highways Matters:</b> Cllr Friend said he did not have an update from the Trust on white lining and car parking proposals but would continue to try. Proposed white lining areas had been circulated to Gloucestershire Highways but no response had been received. Clerk would chase and seek support of County Councillor. The Clerk had investigated the possibility of a Traffic Regulation Order restricting speed in the village and circulated the information. It was unlikely any bid would be successful. Proposed traffic mirrors were also not permitted by GCC. Councillors agreed to continue discussions with the Trust and Highways to understand what could be achieved.	Clerk/Cllr Friend,
231004/9	<b>Playground Inspections:</b> the clerk had circulated a suggested playground inspection checklist prepared by ROSPA. It was agreed the	Clerk

	playground inspections would be conducted by rota. Clerk to circulate the rota for 2023-24.	
231004/10	<b>Purchase of goalposts:</b> it was agreed that the parish council would purchase a single goalpost for use in the play area. Three quotes had been received and it was agreed to purchase from Mark Harrod Suppliers at a cost of £1290.16 plus VAT. Donations had been received from the Social Group, Constables Piece and The Trust.	Clerk
231004/11	<b>Closure of Village Phone Box:</b> the council had been made aware that the Village Phone box would be taken out of use. The consultation process would take 90 days.	
231004/12	<b>Early deliveries:</b> the council had been made aware of concerns over the noise of early morning deliveries to local businesses. It was agreed this was not a parish council matter.	
231004/13	<b>Defibrillator:</b> Cllr Friend said the current arrangement for managing the defib would continue for the time being as the volunteer was happy to continue. The Clerk confirmed that Community Heartbeat subscription provided annual support and parts as required.	
231004/14	<b>War Memorial Adoption:</b> The council had formally adopted the War Memorial, and this would be added to the annual insurance cover. It was agreed that a suitable barrier be erected to protect the stone but still allow residents and visitors to pay their respects. Appropriate signage and a bin would also be considered. Clerk to look at examples. Permission from the Trust would be needed.	Clerk
231004/15	<b>Village Waste Bins:</b> it was agreed more village waste bins were needed in the playground area. Clerk to obtain suitable quotes. Ubico would be required to add to their schedule once the size and sites were confirmed. Clerk and Cllr Formby to research size and type of bins. Cllr Allcock gave his apologies and left the meeting. Cllr Gardner took over as Chair.	Clerk/Cllr Formby
231004/16	<b>Visitor and Shop Parking- The Square:</b> Residents had raised concerns that deliveries to local businesses were causing parking and safety issues within the Square at various times of the day. A letter would be sent to the Trust asking what steps could be taken to manage the issue. Clerk to draft and Cllr Ayon-Hill to approve	Clerk/Cllr Ayon-Hill
231004/17	<b>Annual Fireworks Event:</b> there was a discussion around the annual fireworks event and what support the Parish Council may offer. It was agreed no further action be taken.	
231004/18	<b>Village Xmas Tree lighting:</b> the clerk confirmed the event was covered by the council's insurance but that an events form would need to be completed and submitted. A copy would be obtained.	Clerk
231004/19	<b>Planning applications:</b> - I. No matters to consider	
231004/20	<b>Finance:</b> I. <b>To approve current statement of accounts and bank reconciliation (as circulated):</b> this was approved. The current balance stood at £9435.76 II. <b>To approve payments and note receipts:</b> these were approved as circulated.	

	<p><b>III. Six month controls review:</b> this had been carried out by the Clerk and Cllr Ayton-Hill. All required checks and an invoice audit had been completed. The review checklist was approved</p> <p><b>IV. Appointment of Internal Auditor:</b> the appointment of Judith Lawson of Per Pro Services Ltd was approved</p> <p><b>V. 2024-25 Budget planning:</b> the clerk reminded Councillors that the budget would be considered at the next meeting ready for the precept submission in January. Cllr Smith said he felt the parish council should set some goals to achieve over the next 5 years and a bigger budget may be required. The clerk would circulate the current budget and a list of powers/duties of a parish council for discussion at the next meeting</p>	Clerk
231004/21	<b>Matters For Information:</b> Communication between the parish council and residents was discussed. It was agreed that this needed to improve. Social Media was suggested. The clerk would look at other options. Item to be added to the next agenda for discussion.	Clerk
231004/22	The Chair closed the meeting at 20.53 p.m. and thanked everyone for attending. The next meeting would be held on Wednesday November 15th, 2023, at 7 p.m.	

Approved By \_\_\_\_\_

Date \_\_\_\_\_