

MINUTES: of the Annual Parish Council Meeting held in Guiting Power Village Hall on Thursday 16<sup>th</sup> May 2019 at 7.45pm.

PRESENT: Parish Councillors: Lisa Rose, Simon Gardner and Geoff Cuthbert  
IN ATTENDANCE: Ruth Waller, Clerk  
Two parishioners were present

*Members of the public were welcomed to attend and invited to address the council at item 22 on the agenda following the statutory annual meeting business.*

**190516/1 To elect the Chairman of the council for the year 2019/20 and to receive the new Chairman's Declaration of Acceptance of Office.** In her absence, Cllr Rimmer had submitted a written statement confirming that she was willing to stand as Chairman for 2019/20. Cllr Rose therefore proposed that Dawn Rimmer was elected as Chairman. Cllr Cuthbert seconded this proposal. The signed Declaration of Acceptance of Office was then presented for the Proper officer to sign.

**190516/2 To elect the Vice Chairman for the council year and to receive the Vice Chairman's Declaration of Acceptance of Office.** Lisa Rose was proposed by Cllr Cuthbert and Cllr Gardner seconded this proposal. Cllr Rose agreed to the position and duly signed her Declaration of Acceptance of Office.

**190516/3 The Chairman will formally ask if anyone is intending to record or film the meeting:** There were no requests to record the meeting

**190516/4 To receive and consider apologies for absence.** Apologies were received and accepted from Cllr Rimmer.

**190516/5 To receive Declarations of Interest on items on the Agenda. (Localism Act 2011).** Cllr Gardner declared an interest on the planning item

**190516/6 To approve the minutes of a Parish Council Meeting held on the 14<sup>th</sup> March 2019 in Guiting Power Village Hall.** These were approved and signed as a true record.

**190516/7 To co-opt any Councillors onto the Parish Council (2 seats are vacant):** Following the local elections, two seats were left vacant on the Parish Council, who were now able to co-opt. An expression of interest had been received from Mrs. Else Ogden. Council unanimously voted in favour of co-opting Else Ogden onto the Council. As she was unable to attend this meeting, she had already accepted the position and had signed the Declaration of Office form.

**190516/8 To confirm that the Parish Council wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and to sign and return the Certificate of Exemption.** The Parish Council agreed that it met the required criteria to certify themselves exempt and the Certificate was duly signed.

**ACTION: Clerk to submit certificate to the auditors.**

**190516/9 To approve the internal auditor's report carried out on the 1st May 2019 and to note recommendations.** The internal auditor's report was positive with some good practice in place. Any minor items raised were noted.

**190516/10 To consider and approve the Annual Governance Statement (Section 1 of the Annual Return) for 2019-20.** The Governance Statement was read out to the meeting and approved by the Parish Council. The Statement was then duly signed by the Clerk and Chairman.

**190516/11 To consider and approve Section 2 of the Annual Return for 2018-19 and to sign off the end of year accounts for 2018/19.** Section 2 of the Return and the Annual Accounts were considered by the whole Council. **The Council then resolved to approve the Accounts and Section 2 of the Return.** Items were duly signed. **ACTION: Clerk to publish items on the website for public inspection.**

**190516/12 To review eligibility for the General Power of Competence.** The Clerk confirmed that Guiting Power Parish Council was eligible to adopt the General Power of Competence. This council had adopted this Power previously, so were aware of the associated advantages and risks. **Council resolved to adopt the General Power of Competence.**

**190516/13 To review and adopt the Parish Council's Code of Conduct.** This was reviewed and no changes were deemed necessary. It was therefore agreed to adopt the existing Code of Conduct.

**190516/14 To consider and adopt the revised 2019 Standing Orders for Guiting Power Parish Council.** These were reviewed and no further changes were deemed necessary. It was therefore agreed to adopt them.

**190516/15 To review and adopt the Financial Regulations for Guiting Power Parish Council.** These were reviewed and no changes were deemed necessary at this stage. It was agreed that if the Parish Council undertook electronic banking, the later Financial Regulations would be considered at the next Council meeting. It was therefore agreed to adopt the existing regulations but to consider them in more detail at the next meeting.

**190516/16 To review the Council Asset Register.** The Asset Register was reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.

**190516/17 To review the Parish Council's risk assessment.** The risk assessment was reviewed and no changes were deemed necessary. It was therefore agreed to adopt them. Cllr Cuthbert raised concern regarding the hazard identification in this document. **Action: Clerk to source matrix for this document.**

**190516/18 To review the Parish Council's internal control policy.** These were reviewed and no changes were deemed necessary. It was therefore agreed to adopt them.

**190516/19 To review the Council insurance policy cover is adequate. To approve insurance provider for forthcoming year.** The Council agreed its requirements had not changed. Three quotes were considered from Inspire, Hiscox and Ecclesiastical. It was resolved to accept the 'Inspire' quote as the policy/schedule met all the requirements and the premium was slightly less than the other quotes. It was resolved to approve the payment of £526.30 for one year cover. **ACTION: Clerk to renew policy.** Cllr Cuthbert expressed concern regarding the cost of the Council's premium and recommended that next year; the Clerk sourced a quote from Community First.

**190516/20 To confirm that the Clerk is on SCP salary scale 20.** It was noted that the numbering system was changing on the SCP Scales, so it was confirmed that the Clerk would now be on SCP salary scale 9. It was also noted that the offering of a Pension Scheme for the Clerk required completion.

**190516/21 To consider if any other Parish Council policies need reviewing.** The clerk advised that the Complaints Policy required reviewing.

**190516/22 To receive comments and concerns from the public.** No items were raised.

**190516/23 Matters arising from last meeting's minutes:** No matters arising from the minutes

**190516/24 Playground Update – routine maintenance inspection update from Cllr Rose.** The Council had received its annual safety inspection from RoSPA and were pleased to declare that all equipment remained safe. The only recommendation was that RoSPA had highlighted was that more sand was required and that there was a loose wing at the back of the tunnel. **Council authorized the payment of the inspection invoice - £82.20** Cllr Rose also stated that the Council had been unsuccessful in its Lottery bid for Phase 2 of the Playground development.

**190516/25 Fete: To ensure all PC insurance requirements will be fulfilled by the Social Group.** It was agreed that a full risk inspection as required by the Parish Council's insurance would be carried out for the event.

**190516/26 Highways Update:** i) Further information and update relating to proposed Weight restriction: A further meeting had been held with GCC and highways to discuss this matter. Ongoing discussions are being held with Mr. Hambro as the road safety manager and the order manager expressed concern regarding the implication of a weight restriction and that it would be difficult to enforce. **Council continues to object to this proposed weight restriction.**

ii) Any other Highways matters: This was deferred until the next Parish Council meeting as no update was available.

**190516/27 To consider and note planning applications and agree responses:**

- i) 19/01670/TPO | T1 - Ash - Reduce large laterals to stop extreme weighting, unusual growth (central leader snapped out years ago, dead wood in centre of canopy) T2 - Large Ash leaning towards Annex - Reduce up to 30 % and 20% Thin of canopy (subject to how the reduction comes out) T3 - Dead Ash and the back of the group - remove due to failed tree | Tally Ho Barn Cloud Hill Guiting Power Cheltenham GL54 5TY: **No objection**
- ii) 19/00421/FUL | Change of use from Class B2 (stone cutting only) (Ref CD.2755/B) to B2 (general industrial) /B8 (storage & distribution) | The Palace Castlett Street Guiting Power: This was an additional document added onto an existing application. **Council was not quorate to discuss this item.**

For noting: 19/00784/FUL | New vehicle access | The Old Mill Pond Land To The North Of The Dyers Guiting Power Gloucestershire: **Application withdrawn**

Enforcement: No enforcements to note at present

**190516/28 To receive correspondence and agree response:** All correspondence had already been forwarded to Councillors.

**190516/29 Finances**

- To approve payments and note receipts:  
Precept payment (1<sup>st</sup> installment) received from Cotswold District Council of £2637.00.  
End of year bank reconciliation approved.  
The following payments were approved:

Payments made between meetings - none made			
The following payments to be approved			
Payee	Purpose	Auth	Cheq value
ROSPA	Play safety inspection	PHA 1875, s.164	£82.20
GAPTC	Internal Auditor Fee	LGA 1972 s.150(2)	£164.75
Guiting Power Social Group	Refreshments for the Annual General Assembly	LGA 1972 s.150(2)	£25.50
Came & Company	Insurance	LGA 1972 s.111	545.35
D. Rimmer	Printing of Newsletter	LGA 1972, s.143	£39.99

**GUITING POWER PARISH COUNCIL  
BANK RECONCILIATION AT 30TH MARCH 2019**

**Period to 29th March 2019**

<b>Lloyds Current Acc: 00896036</b>	£		£
Balance per statement - 29.03.19		£4,379.76	
Outstanding receipts			
	£	-	
Less unrepresented chqs			
	£	12.75	
	£	98.80	
	£	40.00	
	£	10.00	
	£	161.55	
<b>Balance</b>	<b>£</b>	<b>4,218.21</b>	
<b>Scottish Widows Acc*</b>			
Balance per statement - 31.01.19	£	2,927.11	
Receipts			
Less unrepresented chqs			
NIL	£	-	
<b>Balance</b>	<b>£</b>	<b>2,927.11</b>	
<b>Total Balance</b>			<b>£7,145.32</b>
<b>Cash book Summary</b>			
Opening Balance 01.04.18	£	5,164.51	
Add receipts to date	£	4,140.00	
Less payments to date	£	5,086.30	
<b>Cash Book Balance @ 31.03.19</b>	<b>£</b>	<b>4,218.21</b>	
<b>Balance per Scottish Widows acc</b>	<b>£</b>	<b>2,927.11</b>	
<b>Closing Reconciled Balance</b>			<b>£7,145.32</b>

**190516/30 For information only:** No further matters were raised.

**190516/31 The next meeting dates of the Parish Council were confirmed as:**

3rd July 2019  
18th Sep 2019  
13th Nov 2019 (including Constables Piece meeting)  
22nd Jan 2020 (including Constables Piece meeting)  
25th March 2020 - Annual Assembly  
13th May 2020 - Annual PCM

**Council agreed that the meetings would commence at 7.45pm, not 8pm as originally advertised.**

The Chairman concluded the meeting at 9.27pm and thanked everyone for their attendance.

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Chairman

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Date