

MINUTES: of a Parish Council Meeting held in Guiting Power Village Hall on Wednesday 23rd January 2019 at 7.30pm.

PRESENT: Parish Councillors: Dawn Rimmer (Chairman), Lisa Rose, Else Ogden, Simon Gardner, Annette Ekblom and Dane Dover.

IN ATTENDANCE: Ruth Waller, Clerk
Eight parishioners were present

The public were invited to address the council on specific agenda items as the meeting progressed, if they so wished.

- 1) **The Chairman will formally ask if anyone is intending to record or film the meeting:** The Chairman clarified that, although it was not illegal to record or film Council meetings, it was courteous to make others aware if they being recorded. There were no requests to record the meeting.
- 2) **To receive and consider apologies for absence.** None. All Councillors present
- 3) **To receive Declarations of Interest on items on the Agenda. (Localism Act 2011):** None were declared.
- 4) **To approve the minutes of a Parish Council Meeting held on the 14th November 2018 held in Guiting Power Village Hall:** The minutes of this meeting were approved as a true record and duly signed by the Chairman.
- 5) **Clerks' report (incl. Matters arising from the minutes):** The Clerk's report had been circulated to Cllrs prior to the meeting and its contents notes.
- 6) **To approve amendment to Standing Orders to allow for a secret ballot:** Council agreed the following amendment to the Standing orders to allow for a secret ballot during co-option:
"when voting to co-opt new councillors, the vote may be conducted by secret ballot."
Action: Clerk to amend Standing Orders and upload new version onto Council's webpage. New Councillors were to be sent an electronic copy of this document along with the Code of Conduct.
- 7) **To approve procedure regarding Co-option of a Councillor, resulting from a Casual Vacancy:** This document had been circulated to Councillors prior to the meeting. **The procedure for Co-option of a councillor for Guiting Power Parish Council was approved without any further amendment.**
Action: Clerk to upload the Procedure for Co-option of a Councillor onto the Council's webpage.
- 8) **To co-opt new Councillor onto the Council:** The two potential candidates for Councillor, in turn, provided a brief outline of the reasons why they wanted to become a Councillor and what they could offer as individuals to the Council. Carl Llewelyn spoke first, followed by Patrick Flaherty. Council members then nominated their chosen candidate on a piece of paper. These were then collected by the Clerk and the vote counted at the back of the room. The count was verified by a member of the public.
The voting was made in favour of Patrick Flaherty.
Cllr Flaherty then signed his Declaration of Office and joined the other Councillors.
- 9) **To receive comments and concerns from the public:** None made at this point. The public were invited to make their comments on items raised throughout the meeting.

10) To discuss concern regarding dog fouling on the recreation field: Several complaints had been received from residents regarding this problem. Cllr Rimmer confirmed that the recreation field was the property of The Trust and, following the recent complaints, they had made a proposal to ban all dogs on the recreation field. The matter was discussed at length by both members of the public and Councillors and several suggestions made. It was felt that an outright ban of dogs on the recreation fields would be rather severe and would be detrimental to those in the village who have mobility issues so the playing fields are the only accessible place to exercise their pets. The other concern was that this ban would just push the problem around the village. It was suggested that the playing fields should become a DOGS ON LEADS ONLY area for the foreseeable future which, it was felt, would be a situation where policing would be easier. A further suggestion regarding the possibly use CCTV could be discussed between the Trust and Village Hall Committee. **Action: Cllr Rimmer to report back to The Trust that the Parish Council was reluctant to support a full ban but to suggest a trial "Dogs on Leads Only" area for their consideration.**

11) To consider the feasibility of this Parish Council recording all its future meetings and recording of meetings by the Public: Cllr Ekblom wished to clarify that her proposal for the Parish Council to record its meetings was not to provide a transcript of the meeting, but rather to prevent confusion on matters discussed or decisions made by Councillors. She also stated that providing such a facility would allow those unable to attend a meeting the opportunity to listen to the recording. The Clerk provided Council with advice from both GAPTC and SLCC. Neither organisation advised in favour of the Parish Council recording meetings. They warned that, if this was to happen, it would become the Clerk's responsibility to facilitate the recording and dispose of it within an agreed timescale. The purchase and storage of the equipment would be an extra cost to the Council and would again be the responsibility of the Clerk.

The Clerk also stated that she had been unable to source any other Parish Council which recorded its meetings in the Cotswold District.

The Chair then proposed the following: **"Does the Parish Council wish to officially record its meetings in future"**. **No votes in favour of this proposal.**

6 Councillors voted AGAINST the Parish Council recording its meetings and 1 abstention.

Following this vote, **Council resolved NOT to record its meetings.**

Prior to the meeting, the Clerk had circulated a document for Councillors providing guidelines for the recording of meetings by the public. The contents of this were discussed and the Chairman proposed that the procedure be adopted at the next Council meeting.

12) To provide Highways Update:

- i) Still awaiting replacement of missing fingerpoint road sign directing to Winchcombe at Roel Cross Roads. County Cllr. Moor was now aware of this matter.
- ii) The broken drain cover on Winchcombe Road outside West End cottage had been reported.
- iii) Potholes by Henley House: these had already been reported.
- iv) The "20 is plenty" signs remained outstanding.

Action: Clerk to request 2 more signs for Castlett Street.

13) To receive a review of this year's Village Christmas tree: Cllr Ogden reported that the tree had been hugely successful once again this year with some very positive feedback. Cllr Ogden then thanked all those who had helped with this, including situating the tree and providing the electricity for the lights. Verity Edwards-Flaherty was also thanked for organising the children's ornaments. Cllr Rimmer, on behalf of residents and the Council then thanked Cllr Ogden for all her hard work in organising this once again. The possibility of planting a tree was then considered.

Action: Cllr Rimmer to approach the Trust with the suggestion of planting a conifer tree on the Village Green.

- 14) To provide an update regarding the Council's website page:** Clerk provided an update on the Council's page on the Guiting Events website. 2015 + 2016 minutes had now been archived. As a separate Council website had not been pursued, **Council agreed that the current arrangement would continue for the time-being.** Clerk thanked Geoff Cuthbert for his continued support with this.
- 15) To receive an update of regular maintenance responsibilities of the defibrillator:** Cllr Rimmer informed the meeting that Graham Cowley had kindly agreed to take on the responsibility of the maintenance of the defibrillator. Cllr Rimmer would remain the main contact.
- 16) To consider and note planning applications and agree responses:**
For consideration: None
For noting:
i) 18/04161/FUL | Replacement of existing concrete garage with new oak framed garage and car port | Ruff Rise Castlett Street Guiting Power Gloucestershire GL54 5US: **Application Permit**
ii) 18/04204/TCONR | Yew (T1) - fell and remove | Pegmeister Cottage Piccadilly Guiting Power Cheltenham Gloucestershire GL54 5UU: **No objection.**
iii) Notice of Submission of the Minerals Local Plan for Gloucestershire (2018-2032) to the Secretary of State for independent examination.
- 17) To receive an update on second phase of the Playground and to consider new contract required for grass cutting:** Cllr Rimmer reported that the Social Group were to commence the second phase of the playground. An application for lottery funding would be submitted by the Parish Council. Cllr Rose informed the Council that Peter Beale was unable to continue with the mowing of the play area. The Village Hall Committee had offered a provisional contract. **Council agreed to contract the Village Hall Committee with the grass cutting for this area at the same rate as previously paid.**
- 18) To consider the purchase of a new salt spreader for the village:** Cllr Gardner presented the Council with details of this new piece of equipment and two quotes, the cheaper model costing £390 (not including VAT). Concern was raised for the amount of salt that may be used. Cllrs felt that more exploration on this was required including the possibility that GCC may recommend a certain model and may also contribute finance to such a project. The matter would be included in an agenda at a future meeting.
Action: Clerk to contact Chedworth Parish Council for feedback on their salt spreader.
- 8.35pm 1 member of the public left the meeting
- 19) To set dates for the Parish council meetings for 2019/20: these were agreed as follows:**
20th March (Annual Assembly and Council meeting)
8th May - Annual Parish Council Meeting (8pm)
17th July
18th Sep
13th Nov
22nd Jan 2020
25th March - Annual Assembly
13th May 2020 - Annual Parish Council Meeting
- 20) To discuss arrangements and budget for the Annual Assembly:** the budget for the Annual assembly was £50. Council agreed to ask the Social Group to organise the refreshments for the meeting.
Action: Clerk to invite all relevant persons to the meeting on the 20th March, commencing 8pm.

21) To receive correspondence and agree response:

- GAPTC: correspondence and training dates already circulated to Cllrs
- Draft dates from CDC regarding local council election: already circulated to Cllrs
- X-ray update from Shire Hall
- Election for member of GAPTC's Executive committee: no response from this Council
- Cotswold Conservation Board: correspondence passed to Cllr Ekblom

22) Finances

- To receive current statement of accounts and bank reconciliation: The accounts were approved and a bank reconciliation performed.

**GUITING POWER PARISH COUNCIL
BANK RECONCILIATION AT 23RD JANUARY 2019**

| | | | |
|--|----------|-----------------|------------------|
| Lloyds Current Acc: 00896036 | £ | | £ |
| Balance per statement - 31.12.18 | | | £5,511.81 |
| Outstanding receipts | | | |
| | £ | - | |
| Less unrepresented chqs | | | |
| | £ | 131.80 | |
| | | | |
| | £ | 131.80 | |
| Balance | £ | 5,380.01 | |
| | | | |
| Scottish Widows Acc* | | | |
| Balance per statement - 01.04.18 | £ | 2,926.90 | |
| Receipts | | | |
| Less unrepresented chqs | | | |
| NIL | £ | - | |
| Balance | £ | 2,926.90 | |
| | | | |
| Total Balance | | | £8,306.91 |
| | | | |
| Cash book Summary | | | |
| Opening Balance | | | |
| 01.04.18 | £ | 5,164.51 | |
| Add receipts to date | £ | 4,140.00 | |
| Less payments to date | £ | 3,924.50 | |
| Cash Book Balance @ | | | |
| 31.07.18 | | | |
| @14.01.19 | £ | 5,380.01 | |
| | | | |
| Balance per Scottish Widows acc | £ | 2,926.90 | |
| | | | |
| Closing Reconciled | | | |
| Balance | | | £8,306.91 |

- To approve purchase of new laptop: Cllr Rimmer explained that the Clerk would require a laptop for work for this Council as she was no longer able to share that of another Council. The budget for this had already been approved.

Action: Clerk to provide 3 quotes for a basic laptop and necessary software to Council for consideration at the next meeting.

- To consider for approval new signage and pads for defibrillator: It was noted that the Social Group had purchased the signage & it is to be installed by The Trust. Pads will be ordered in Feb 2019 at a cost of approx. £35
- The following payments were approved:

| Payments made between meetings (Previously approved) | | | | |
|--|----------------|-------------------------------------|--|------------|
| 698 | PATA UK | Payroll Sep- December | LGA 1972, s.111 | £15 |
| 699 | Mrs. R. Waller | Salary Sep - December | LGA 1972, s.112(2) | £599.50 |
| 740 | HMRC | Tax | LGA 1972, s.111 | £131.80 |
| The following payments to be approved | | | | |
| Chq no | Payee | Purpose | Auth | Cheq value |
| 741 | P. Weale | Grass cutting | Open Spaces Act 1906, s. + HA 1980, s.96 | £96 |
| 742 | Kim Bedford | Councillor Training | LGA 1972, s.111 | £260.35 |
| 744 | E. Ogden | Christmas Tree | LA 2011, ss. 1-5 | £25 |
| 745 | British Legion | Payment of Wreath for Armistice Day | LA 2011, ss1-5 | TBC |

It was noted that no Invoice had yet been received for the Wreath. Payment of the replacement electrodes for the defibrillator were also approved, upon receipt of an invoice.

23) To confirm proposed budget for 2019/20: The RFO advised that, due to the potential income for the Playground Phase 2, the audit budget is increased from £280 to £440 to allow for the External Audit Fee. **Council approved this amendment to the budget.**

24) To complete an Internal Financial Control Check: An Internal Financial Check was performed by Cllr Rimmer and the certificate signed by the RFO.

25) For information only: The following matters were raised:

- Incorrect postcodes: this was causing problems for emergency vehicles and deliveries. Clerk to include this as Agenda item for next meeting.
- Pantomime: 360 people attended the performances with excellent feedback received. £2,700 had been raised for funds towards the upkeep of the Village Hall and playground improvements.

The Chairman concluded the meeting at 8.50pm and thanked everyone for their attendance. The next full Parish Council meeting will be held on **the 20th March 2019 at 7.00pm** in the Village Hall.

Closed item: **To consider Clerk's Appraisal:** Councillors were satisfied with the Clerk's performance and confirmed that she has successfully completed the probation period.

.....
Chairman

.....
Date