

GUITING POWER PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting March 19th 2024 at the Cochrane Meeting Room

Present: Cllrs Simon Gardner (Chair) , Simon Wallis, Sam Ayton-Hill, Fiona Formby, Richard Knee (Part)

Attending: Clerk Jane Carter, District Councillor Len Wilkins

MINUTE	AGENDA ITEMS	ACTION
240319/1	Apologies for absence: Cllrs Neil Smith, Friend (accepted) and Mark Mackenzie-Charrington	
240319/2	To consider and approve councillor co-option: the councillor vacancy had been advertised. There had been one applicant. Richard Knee was proposed by Fiona Formby and seconded by Sam Ayton. He was unanimously elected and joined the meeting. The declaration of acceptance was completed.	
240319/3	To Receive Declarations of Interest from Councillors- none	
240319/4	To approve the minutes of the Parish Council meeting held Thursday January 11th, 2024: the minutes of the meeting were approved as a true record and signed by the Chair. Cllr Ayton's name was corrected under actions.	
240319/5	To receive comments and concerns from the public: None	
240319/6	To receive report from County Councillor Mark Mackenzie-Charrington: the report had been circulated and was noted.	
240319/7	To receive report from District Councillor Len Wilkins: A report had been circulated and was noted. He reported that the council tax was increasing by £5 on Band D. River quality in the district remained a concern and discussions were continuing with Thames Water.	
240319/8	Highways Matters: <ol style="list-style-type: none"> I. White lining: the approved contractor had severe delays in their schedule due to the weather. The clerk was in contact. They would give a minimum of two weeks' notice prior to starting work so residents and businesses could be alerted. There were still concerns about delivery vehicles blocking access at various times of the day. It was agreed to correspond with the Trust and local businesses about these concerns and also give notice of the work to be carried out on the white lining and in the small car park. The clerk would create the letter to come from the Parish Council. II. Kerbing: a cost for the kerbing works had been received from one contractor and another was awaited. The clerk was asked to seek a requote of the work based on insertion of granite setts rather than kerbs. This would be in keeping with the area and be more cost effective. The clerk said that the council would need to ensure that any contractor had the required insurance if they were working on the highways. Traffic management may also be required 	Clerk
240319/9	Playground Inspections: Cllr Knee agreed to replace former Cllr Tony Allcock in the playground inspections rota. Clerk would send the necessary forms and rota dates. All forms were being scanned and placed in the council Dropbox. A clean up of the benches and signs was needed. The Clerk said other parish councils had used a year-round cleaner and protector and it had worked well. It was agreed to purchase this and a date to be arranged. Cllr Gardner confirmed there were three bags of playground sand being stored at the farm.	Clerk Cllr Ayton

240319/10	Defibrillator Maintenance: the new occupier of the Guiting Guest House had agreed to take over the role of defibrillator manager. A request for training had been suggested. This was agreed. Clerk would arrange at the village hall	Clerk
240319/11	War Memorial: no update	
240319/12	Village Waste Bins: The clerk reported that CDC would not add further waste bins to the village council bin collection. The main area was the playground where volunteers had place a bin for passersby. Cllr Wallis agreed to speak to them to see if this could be removed and users encouraged to use the existing bins. These would be monitored, and additional collections requested if required	Cllr Wallis
240319/13	Parish Council Communications: Cllr Ayton had circulated a proposed residents survey. She was thanked for her excellent work. It was agreed that better communication was required with residents, so they understood the role of the parish council. It was agreed that 'introductory' communication would be the first step, so residents were aware of the PC, councillors, and its current work. A residents' survey would be considered in the autumn once the profile of the PC had been increased. The clerk would circulate a draft communications plan including better use of social media and collection of data for a parish council communication. This could be promoted at the upcoming Parish Meeting	Clerk
240319/14	Parish Meeting format and date: It was agreed the parish meeting needed better promotion as it had been successful in the past. Local groups would be invited to give short reports on their activities in the village. Refreshments would be provided and a budget of £50 was agreed. Clerk to confirm the village hall was available on Thursday May 23 rd beginning at 7.30 p.m.	Clerk
240319/15	Planning applications: No matters to consider	
240319/16	Finance: I. To approve current statement of accounts and bank reconciliation (as circulated): this was approved. II. To approve payments and note receipts: these were approved and initialed by the Chair. III. Reserves policy: The clerk explained that £7k was earmarked for reserves: - £5k for playground repairs and £2k general reserves. This would include any monies donated to the playground in previous years. All playground expenditure would be noted against the reserves account. The reserves policy was approved. IV. To note and agree actions relating to governance: The clerk had circulated updated policies for review and approval: Financial Regulations; Risk Management Policy; Risk Management Register; Date Protection Policy All were approved and would be updated on the website.	Clerk
240319/17	Matters For Information: Cllr Gardner said that he would be happy to stand as Parish Council Chair in the May AGM. He was thanked for his offer. Councillors were asked to consider if they would be prepared to stand as Vice Chairman	All
240319/18	The Chair closed the meeting at 21.14 p.m. The next meeting would be held on Wednesday May 15th at 7 p.m.	

Approved By _____

Date _____

Guiting Power Parish Council

Payments/Receipts to be noted and approved at

March 19th 2024 Meeting

Date Paid*	Amount	Payee	Purpose	VAT to be re-claimed
	356.40	Touchwood	Zip wire seat	59.40
	1188	Touchwood	Spring brake	198
	15	Village Hall	Room 19/7/23	
	45.80	SLCC	Membership-part	
	162	Community Heartbeat	Annual sub	27.00
	35	ICO	DP certificate	
Date	Amount	Receipt	Purpose	
15/2/24	1290	Social Group	Playground repairs	

Approved By _____

Date _____

Month	Bal B/FWD	Expenditure										
	7330	Clerk salary	PATA	HMRC	Donation	Room Hire	GAPTC	Training	Defib	Playground	S137	Insurance
April		£ 598.00		£ 130.00			£ 81.02					
May					£ 61.12	£ 120.00			£ 14.40	£ 94.20		£ 448.17
June												
July		£ 702.85	£ 61.00	£ 130.00			£ 180.00					
August												
September												
October		£ 598.00		£ 130.00						£ 36.00		£ 105.90
November										£ 1,548.19		
December					£ 101.06			£ 50.00				
January		£ 598.00		£ 130.00								
February												
March												
		£ 2,496.85	£ 61.00	£ 520.00	£ 162.18	£ 120.00	£ 261.02	£ 50.00	£ 14.40	£ 1,678.39	£ -	£ 554.07

Month	Income				TOTAL INCOME
	MISC	PRECEPT	VAT		
April		£ 3,269.00	£ 368.52		
May					
June					
July					
August					
September		£ 1,089.00			
October	£ 1,290.00				
November					
December					
January					
February	£ 1,290.00				
March					
	£ 2,580.00	£ 4,358.00	£ 368.52	£ -	£ 7,306.52

TOTAL EXP £ 5,917.91

Total Income
 Plus Balance B/fwd
 Total Expenditure
 NET BALANCE C/Fwd

£ 7,306.52
7330
£ 5,917.91
£ 8,718.61

Statement reconciliation
 29.2.2024