

Minutes of Temple Guiting Parish Council Meeting

Wednesday 6th July 2016 at 7.30pm

Councillors Present: Michael Krier (Chairman), Val Littlewood (Vice Chairman), Val Brown, Mandy Tye, Philip Beaver

In attendance: Ruth Waller (Clerk) and 4 members of the public.

1. **Apologies** – Apologies were received and accepted from Cllrs Kate Mather and Rex Bovill

2. **Declarations of interest on items on the Agenda (Localism Act 2011)** - none declared.

3. **Points from the Floor** – one resident wished to speak in relation to agenda item 12.

The Chair of Temple Guiting School Governors, April O’Sullivan wished to speak relating to a matter not on the agenda. The Chairman invited her to speak at this point of the meeting. April O’Sullivan reported that, following a Governors meeting, ideas would be welcomed regarding collaboration of the different bodies within the Parish. Following brief discussion, Council resolved that the new Headteacher of Temple Guiting School, along with Governors, should be invited to the October Council meeting.

4. **Approval of the Previous Meeting Minutes:** Council approved the minutes of the meetings held on 1st June and 22nd June (EGM) as a true record and were duly signed by the Chairman.

5. Matters Arising From the Minutes for Information:

a) **Amey: Return of Information:** the Clerk reported that, following communication with the parish Snow Warden, J. Arkell; the relevant information had been forwarded to Amey.

b) **Hailes Fruit Farm Noise Nuisance:** The Clerk reported that, although no progress had been made on this matter, District Councillor Richard Keeling was in communication with the AONB Officer and Tewksbury District Council Enforcement Officer.

Action: The clerk to write to the Enforcement Officer at Tewksbury District Council requesting an update on this matter.

c) **Renewal of Insurance Policy:** Following the Auditor’s recommendation, the Clerk had sought a second quote for the Council’s Insurance. The premium quoted was actually higher than the existing Insurer. The Clerk had also investigated the possibility of a 3 year Policy. However, both Insurance companies were reluctant to pursue this, stating that such policies were only offered to larger Councils, i.e. with an annual income of over £20,000. At the Clerk’s recommendation, Council resolved to remain with the existing Insurers, Community First.

6. Highways:

a) Trees along B4077 – A complaint had been received by the Parish Council from a resident in relation to overgrown trees on the B4077 and into Temple Guiting village, by Oathill Farm. The complaint had also been sent to the County and District Councillors and a positive response had been received. Any trees that were the responsibility of the Highways Department would be cut back once the nesting season had finished.

Action: Council to discuss this matter again at the next Council meeting.

7. **Auditor’s Report:** The chairman had outlined the necessary recommendations and actions into a table (See Appendix 1). Any outstanding actions require completion before the next Internal Audit in June 2017 and should be reviewed at every Council meeting.

Action: Some contents of the Assets register to be discussed with Temple Guiting Recreation Society to agree responsibility.

Action: Re-writing of Standing Orders by Clerk before 14th July.

Action: Cllr Littlewood to draw up a Risk Assessment and Risk Management procedure.

Action: Submission to reclaim VAT required by Clerk; Cllr Tye offered to prepare this.

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8) Planning:

a) Cotswold Farm Park, Guiting Power GL54 5UG: Ref: 16/02375/FUL

b) Bemborough Farm, Kinton, Temple Guiting: Ref: 16/02469/FUL

Councillors had previously attended a meeting at the Farm Park to be briefed on to these plans and had no concerns. Council resolved to submit no objections to these applications.

9. **Website Update** – the Clerk was pleased to inform Council that the Parish Council website is now ‘live’. Some further work was required in relation to its content and layout. Either the current clerk or Ian Piper would be able to train others to use this facility in due course.

10. Finances

a) **Balances** - The Clerk reported a balance of £4,277.20 in the Treasurer’s Account and £ 25,074.01 in the savings account. Cll. Littlewood asked Council to consider if the amount in the current Account was too large. As several payments were to be made at this meeting, Council resolved to consider this following those transactions.

b) **Payments to be made** – The following payments were approved by Council:

Cheque no	Payee	Purpose	Authority	Cheque Value
0337	GAPTC	Payment of Int. Auditor	LGA 1972, s. 133	£93.50
0338	R. Waller	Stationary Expenses	LGA 1972, s.133	£13.89
0339	Mrs. R. Waller	Clerk’s Salary	LGA 1972, s. 111	£282.41
0340	HMRC	Tax	LGA 1972, s. 112	£70.63
0341	Ian Piper	Website	LGA 1972, s. 142	£375.00
0342	T. G. School	Contribution to maintenance of Recreation Field	Public Health Act 1875, s.164	£418.00
0343	T.G. Rec. Society	Rent for village hall	LGA 1972, s. 133	£70.00
0344	St. Mary’s Church	Donation towards upkeep of church graveyard	Open Spaces Act 1906 s. 9/10	£500.00
0345	T. G. Rec. Society	Grant	LGA 1972, S. 19	£500.00
0347	HMRC	Tax	LGA 1972, s. 112	£114.80
0348	Mrs R. Waller	Clerk’s Salary (Final)	LGA 1972, s.111	£460.06
0350	Community First	Insurance	LGA 1972, s.111	£178.49

c) **Payments received** - Under section 23 of the Small Holdings & Allotments Act 1908, the following rent was received for Allotments:

£20 from M. Tye

£20 from M. Purches

11 **Public Consultation for Cotswold District Council Local Plan:** Councillors resolved to consider the new draft Plan along with the Preliminary Draft Charging Schedule (Community Infrastructure Levy) and to agree a response, if required, at the next meeting.

12. **Vacancy for Clerk:** Following the current Clerk’s resignation, the job description for Clerk and RFO had been circulated prior to the meeting by the Chairman. Its contents were discussed, and Council resolved under Section 151 of the Local Government Act, that the role of Clerk and Responsible Financial Officer (RFO) should be separated role and that the role of RFO will be an unpaid post. Cll Tye volunteered to

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undertake the role of RFO, which was agreed by the Council. Council resolved to place the advert for the Clerk's position on 15th July.

The Council also resolved that the Chairman and Vice Chair would appoint new clerk.

Action: The Chairman to contact GAPTC to place advert.

The Chairman then thanked the Clerk for her hard work, especially in bringing the Council in line with current legislation. A vote of thanks was also offered to the Clerk by a member of the public.

13. Date of next Council Meeting: The next Council meeting will be held on Wednesday 3rd August at 7.30pm

14. Correspondence –

1. Lloyds Bank Update to Accounts Information
2. Cotswold D. C Local Plan Consultation (Reg 19)
3. Community Infrastructure Levy: Consultation on Draft Charging Schedule
4. CDC Notification of Change of Consultation process for License Applications
5. Thames Water Correspondence
6. Amey Highways Contact Information
7. Correspondence relating to Trees on B4077
8. Email from Richard Keeling re: noise nuisance at Hailes Fruit Farm
9. Conservation Volunteers Newsletter
10. Press Release Community Connections: Improvements to Rural Community Bus Services
11. Planning Applications: Cotswold Farm Park + Bemborough Farm

The Correspondence folder was then put into circulation and, there being no further business, the meeting was closed at 8.50pm

Signed

Date