

Clerk's Report for

Friday 4th February to Thursday 31st March 2022

(Points numbered according to the minutes of the last meeting, December 2021.)

4. **Minutes.** Clerk has posted the previous minutes to the website and the noticeboards.
5. Clerk posted Cllr MacKenzie-Charrington's report to the TGPC website.
7. **ANPR, VAS and parking signs.** Clerk has contacted GCC re posts but was informed that no further posts were being considered and that the proposed location was dangerous for maintenance. Clerk contacted VAS suppliers regarding alternative means of downloading data but no other methods are currently available.
8. **Quarry Working Party**
Clerk posted a copy of Cllr Gower's report to the TGPC website.
9. **Planning**
Clerk kept councillors up to date with new planning applications, collected comments and posted them to the CDC planning portal between meetings.
11. **Contingency fund for contested election costs**
Clerk noted contingency fund on the TGPC budget.
11. **Finances**
Clerk forwarded precept requirement to CDC.

Other

- Clerk requested enforcement order from GCC re: consistent mud on the B4077 from Cotswold Hill quarry. Request has been acknowledged but no response received.
- Clerk forwarded further complaints from residents to GCC regarding noise at Guiting quarry.
- Responded to further 'blanket closure' order for resurfacing of Buckle Street which for the fourth time proposed a diversion of HGVs through Barton, Kineton and Temple Guiting. Also alerted GCC staff that Cotswold Farm Park is located on Buckle Street, not Cotswold Wildlife Park.
- In response to Cllr Mark M-C's email regarding police locations for speed monitoring, requested police presence at the western end of Ford. This has been added to the (long) list.
- Provided requested documents to internal auditor.
- Reviewed invoicing for parking signs.
- Researched process for archiving PC documents. GCC has a document outlining the recommended approach in a 'schedule'. The general rule is:

Unless a specific period is shown in the schedule, all records should be kept until they are of no further administrative use to your council. Any records noted for 'permanent' keeping should be transferred to Gloucestershire Archives at the end of the administrative use. Where the final action is 'preserve' we recommend that the record is deposited with Gloucestershire Archives as soon as is practical. We will preserve it as part of your parish or town council archive. Where the final action is 'review' please contact us for advice.

Regarding planning documents – CDC retains electronic copies from 2004 onwards.

Agenda item 15 – Finances 6th April 2022 meeting

Finances – Reconciliation

Temple Guiting Parish Council

Bank Reconciliation

Period 3 February 2022 to 31 March 2022

Current account 02503759

Balance at 31 March 2022 £ 11,016.56

Deposit account 07859616

Balance at 31 March 2022 £ 5,265.93

Less outstanding cheques

Clerk's salary Jan/Feb £ 311.10

Sign of the Times Inv 2 £ 864.00

Reconciled balance £ 15,107.39

Cashbook summary

Opening balance 1 April 2021 £ 14,992.74

Add receipts to date £ 9,357.45

Less payments to date £ 9,242.80

Cashbook balance £ 15,107.39