**Wednesday 7th June 2017 at 7.30pm**

**Councillors present:** Michael Krier **(**Chairman), Val Littlewood (Vice Chairman), Philip Beaver, Rex Bovill, Val Brown, Kate Mather

**In attendance:** Stephen Gower (later appointed Councillor and took part in the meeting)

**1.** **Apologies:** None, all Councillors attended the meeting.

**2. Councillor Co-option and Declaration of Acceptance:** Councillors unanimously co-opted Stephen Gower, who then signed the Declaration of Acceptance. Stephen then joined the Council to carry out the business on the Agenda.

**3. Declarations of interest in items on the Agenda (Localism Act 2011):** Michael Krier declared an interest in point 6(a).

**4. Points from the floor:** None

**5. Approval of the previous meeting’s minutes:** Council approved the minutes of the meetings held on 22 May as true records of these meetings and these were duly signed by the Chairman.

**6. Planning:** The Vice Chairman took the chair as the Chairman had declared an interest.

a) [17/01945/FUL](https://publicaccess.cotswold.gov.uk/online-applications/centralDistribution.do?caseType=Application&keyVal=OPQCKTFI02V00) Wells Head Farmhouse, Wells Head Lane, Temple Guiting New site access, gate and proposed shed. Expiry Date 5 June. No objections.

b) [17/01942/FUL](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OPQ8YMFIFIY00) Pinnock Wood Farm Winchcombe Cheltenham Gloucestershire GL54 5AX

Change of use from agricultural land to provide 1 unit of holiday accommodation. Expiry date Fri 09 June 2017. The unit of accommodation is a Shepherd’s Hut which has been in place for three years. No objections were raised.

c) [17/00948/ADV](https://publicaccess.cotswold.gov.uk/online-applications/centralDistribution.do?caseType=Application&keyVal=OM8JYFFILRH00) at Temple Guiting Shop and Tearoom. Planning not approved. Highways to provide alternative solution. Still under consideration. Planning officer has TGPC views. Highways have advised that the shop does not qualify for brown tourist direction signage.

d) [17/01424/AGFO](https://publicaccess.cotswold.gov.uk/online-applications/simpleSearchResults.do?action=firstPage) Oat Hill Farm Temple Guiting Cheltenham Gloucestershire GL54 5RP Agricultural building for use as implement store. Ends Fri 26 May 20-17. Does not require planning permission so permitted.

e) [17/01727/FUL](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OOX5EOFI0GV00) Windrush House Ford Temple Guiting Cheltenham Gloucestershire GL54 5RU. Erection of a two storey extension. Expiry Thu 01 Jun 2017. No objections as revised plans more in keeping with the surroundings.

**7. Finances**

a) Councillors noted the current balance of £5068.25. This provides an opportunity to fund projects or provide grants in the parish. *Actions: Clerk to provide list of expected payments for the year against budget and actual balances for each meeting; Clerk to include projects and grants in the next agenda..*

b) Cheque signing and validation: Cheque for £313.81 (Clerk’s salary for March April & May) approved and signed.

c) Approval of Annual Governance Statement (Section 1 of the Annual Return). Statement was approved and signed by the Chairman and Clerk. *Action: Clerk to forward to external auditors.*

d) Approval of Accounting Statements (Section 2 of the Annual Return). Statements were approved and signed by the Chairman and Clerk. *Action: Clerk to forward to external auditors.*

e) Insurance renewal and quotes. Councillors decided to reappoint Community First unless another provider was very significantly cheaper. *Action: Clerk to receive further quotes.*

**8. Clerk’s report**

The Clerk’s report included a list of actions discussed with Bob Skillern of the Highways Agency at a meeting on May 25 2017. Councillors proposed arranging a meeting between the local police officer and the school parents to remind them about parking and speeding regulations in the area.

*Action: Clerk to investigate arranging a meeting with the Head Mistress/Parent-Teacher Association.*

The Clerk also reported that the Internal Auditor had reviewed the Council’s financial and other processes on June 2nd. The report highlighted possible improvements to:

* internal controls
* VAT, which does not seem to have been reclaimed for 2015/16 or 2016/17
* insurance coverage

*Action: Clerk to identify further suitable internal controls, check VAT position and ensure insurance meets requirements. Include results in the agenda for the next meeting.*

**9. Review of Parish Council documents**. The following were all approved unchanged from 2016:

**Standing orders, Code of Conduct, Financial regulations and Risk Assessment**

Councillors were reminded to review their Personal Interests documents and to update these and notify the Clerk if there have been any changes.

**10. Review of meeting frequency**

The Chairman noted that other local Parish Councils meet every 2 months, rather than every month (except January) as at Temple Guiting. The meeting agreed to change the frequency of Temple Guiting Parish Council meetings to every two months, on the first Wednesday of the month.

*Action: Clerk to update the website, standing orders and any other documents which refer to meeting dates.*

If a planning application received between meetings requires urgent attention, a meeting of the Planning Committee will be held on-site. If further discussion is required the Planning Committee will meet at the Village Hall or other suitable place to make a decision.

**11. Dates of next Council meetings:** The next Council Meeting will be held on **Wednesday 2nd August 2017** in Temple Guiting Village Hall. Meetings will be held at 7:30 on the following dates in the financial year 2017/2018: 2nd August 2017, 4th October 2017, 6th December 2017, 7th February 2018 and 4th April 2018.

The Annual Parish Council Meeting and the Annual Parish Meeting will be held in May 2018 as required by s. 12 Local Government Act 1972. The date will be May 2nd.

As there was no further business, the Chairman closed the meeting at 20:23.