**Clerk’s Report for**

Monday 8th May to Friday 23rd June 2023

(Points numbered according to the minutes of the last meeting, 5th May 2023.)

**1. Election of Chairman.** Clerk informed GAPTC and updated the website.

**2. Election of Vice Chairman.** Clerk informed GAPTC and updated the website.

**8. Minutes.** Clerk posted the previous minutes to the website and the noticeboards, and circulated to distribution list.

**9. Training.** Clerk arranged training for new councillor and new chairman.

**5. Chairman’s announcements**. Clerk ordered solar VAS and replacement VAS batteries.

**Clerk’s report** – Clerk checked Temple Guiting phone box. The bub is not LED so a replacement bulb can be ordered.

**8. Quarry Working Party**

Clerk set up payment for report phase of the project.

**15. Finances.** Clerk reported CIL expenditure, set up agreed payments and sent invoices to allotment holders.

18. **Meeting dates** Clerk uploaded meeting dates to the website.

Other – not included in the minutes of the previous meeting:

Highways -

Clerk emailed Highways Gloucestershire to request:

\* removal of cones in Barton

\* removal of sign on Barton Bridge announcing roadworks in February

\* removal of car body parts at Trafalgar Cross .

Recreation Society –

Clerk checked Governing Document of the Village Hall/Recreation Society for conditions- one PC councillor plus 4 other members should make up the Recreation Society committee.

Clerk requested list of normal maintenance and other tasks involved in managing the village, which Ian Littlewood has provided (see below). The Clerk now has the full set of keys to the village hall.

Clerk phoned TG school and left a message to check whether the cleaner was employed for both parts of the village hall – the annex and the main hall.

Shooting –

Clerk checked whether there is a requirement for 24 hour supervision of breeding game birds. Neither advice from DEFRA nor the British Game Alliance mentions 24hour supervision. <http://apha.defra.gov.uk/documents/surveillance/diseases/gamebirds-guidance.pdf>

<https://www.britishgameassurance.co.uk/wp-content/uploads/BGA-REARING-STANDARDS-V13-26.03.2020.pdf>

Elections –

Clerk requested Register of Interests documents outstanding from some councillors and forwarded those already received to CDC.

Clerk forwarded Declaration of Acceptance and Register of Interest documents to prospective new councillors.

Finance –

Clerk updated PATA standing order amount (from £23.85 to 25.80 per quarter).

Misc –

Clerk established whether old planning documents retained by the ex-chairman should be archived or destroyed. GCC advice is that, once documents are outside their usefulness, they should be destroyed. Details are available at <https://www.gloucestershire.gov.uk/media/2084505/guidelines-for-the-retention-and-preservation-of-parish-and-town-council-records-2009.pdf>

Clerk requested quote and timescale for removing signs saying ‘The Pantry’ from the sign in the village.

**Agenda item 8 July 2023: Appointments to positions**

Tree warden

Tree Wardens plant, protect and promote their local trees. No training or experience in tree management is needed – just a love of trees and a few hours to spare. Here’s a link to the Tree Council website with description of tree warden activities: <https://treecouncil.org.uk/tree-wardens/>

Rights of Way warden

The parish warden helps to keep footpaths/bridlepaths open and identifies local features which need restoration or other work. Parish wardens can work closely with Cotswold Voluntary Wardens to repair and maintain rights of way. The CVWs are part of the Cotswold Landscape Board (AONB as was) organisation.

<https://www.cotswoldsaonb.org.uk/looking-after/volunteering/>

**Agenda item 11, July 2023 -** Letter to TBC and CDC re Shooting in Farmcote Valley:

To:

Environmental Health Officers, Tewkesbury Borough Council

Environmental Health Officers, Cotswold District Council

C.C.

CDC Councillor Len Wilkins

TBC Councillor

Farmcote residents

Dear NAME

Temple Guiting Parish Council is a large parish in the north Cotswolds, including the major part of Farmcote valley, which straddles Tewkesbury Borough Council and Cotswold District Council. Residents In the area have informed Temple Guiting Parish Council of their concerns regarding the increasing number of clay pigeon shoots in the valley. This is in addition to the winter game bird shoots. Three organisers of clay pigeon shoots now operate in close proximity. Under current legislation each shoot may operate for 28 days p.a. With three in the same valley, a total of 84 days shooting over summer are, at least in theory, permitted. Recently, there have been four shoots in 5 days.

This is a special area of the Cotswold AONB, which should be very tranquil, demonstrating one of the key characteristics of the AONB designation. This peace is being shattered by the large number of shoots in such a small area. Residents are disturbed by both the noise and the frequency of shooting.

Noise

Residents obtained a Noise Abatement Order against Hailes shoot several years ago, with a limit of 65dB . Two other shoots are not covered by any restrictions. Residents understand that environmental legislation in an area of tranquillity allows for a maximum of 55dB and request that CDC and TBC work together to impose Noise Abatement Orders on all shoots operating in the valley either currently or in the future.

Number of shooting days

Residents would also benefit from a reduction in the frequency of shoots through a managed programme which considers the cumulative impact of all shoots on the tranquillity of the area.

Residents have contacted Environmental Health Officers at both TBC and CDC, and CDC carried out independent noise measurements on 17th May 2023. TGPC is not aware of the outcome of those measurements, or of any similar measurements being carried out by TB. The Parish Council is keen to see both Councils tackling this problem together in the interest of preserving the characteristics of the Cotswold AONB and of reducing the increasingly severe impact on residents of both the level of noise and its frequency.

TGPC will continue to support the residents of Farmcote valley wherever possible and we look forward to receiving your response to this request.

Yours sincerely

Chairman, Temple Guiting Parish Council

**Agenda item 12, July 2023**

**Quarry Working Party – Measurement Project finances**



**Agenda item 13 July 2023: Chairman of the Village hall/recreation ground committee**  **(and other trustee posts)** Schedule 1 of the village hall /rec ground lease describes the constitution and activities of the trustee committee. [This link](https://1drv.ms/b/s!AmAwkPp7iVTkgdBI-MWfGBmJADcPFA?e=IFeOT3) takes you there – it’s pages 20 onwards. In summary, the trustee committee consists of 5 members, including one from the Parish Council. A chairman and vice-chair should be appointed. There must be 2 meetings a year, including the Annual General Meeting, at which trustees are elected/re elected.

Ian Littlewood has prepared a handover list (see below) detailing all the usual jobs. He has also offered to carry on with the accounts and the monthly check on the defibrillator.

**Handover List for village hall and recreation field**

**Finance**

**EDF electricity:** read meter and upload readings once a month, when bill arrives, produce invoice for school. (Paid by direct debit from VH account)

**Castle water** Direct debit, (They constantly request a meter reading but as the meter down a large manhole we cannot do so) They only read it once a year! Add the direct debit on to school invoice.

**Cotswold District Council** Direct debit for Council tax.

Miscellaneous invoicing when hall is let. (We have a hiring agreement that the school may like to use.) Miscellaneous maintenance.

**General**

**Risk assessments on a regular basis.**

**Playground** Visual inspection monthly. Annual ROSPA inspection

**Community heartbeat** check de-fib monthly, log in and report (can continue with this as it is external to hall)

**Annual**

**Insurance: ‘**Community First’ due Early Feb.

**Fire extinguishers:** ‘Mainpoint Fire Ex service’ will remind us (we also do the church and invoice them, will need to separate this if school takes over)

**Charity commission return** Log in and complete on-line. Will be reminded. This is where the new trustees will be recorded.

*Need to change contact for all of the above.*

**AGM** according to lease

**Major Electrical safety inspection** completed in May. Next due May 2028. No reminder.

**Useful contacts:**

Electrician: Paul Hopkins 01386 881528 helen@pandhservices.uk

Plumber: Gridiron Plumbing & Heating 07951 262371

Grounds: Richard Hitchman 07796 767544

Car Park: David Hughes

**Agenda item 15, July 2023 - Insurance**

See separate file – or access document [via this link](https://1drv.ms/b/s!AmAwkPp7iVTkgdxnOLA1c5EMOojIUg?e=ieocra).

**Agenda item 17 - July 2023**

**Reconciliation for July 2023 meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Temple Guiting Parish Council** | |  |  |  |
| **Bank Reconciliation** |  |  |  |  |
|  |  |  |  |  |
| Period 1 April 2023 to 23 June 2023 | | |  |  |
|  |  |  |  |  |
| Current account 02503759 | |  |  |  |
|  | Balance at 23 June 2023 | | £12,122.80 |  |
| Deposit account 07859616 | |  |  |  |
|  | Balance at 23 June 2023 | | 5285.62 |  |
| Less outstanding cheques | |  |  | 0 |
|  |  |  |  |  |
| **Reconciled balance** |  |  | **17408.42** |  |
|  |  |  |  |  |
| **Cashbook summary** |  |  |  |  |
| Opening balance 1 April 2023 | |  | 16632.46 |  |
| Add receipts to date |  |  | 7440.14 |  |
| Less payments to date |  |  |  | 6663.65 |
|  |  |  |  |  |
| **Cashbook balance** |  |  | **17408.95** |  |
|  |  |  |  |  |

Signed

……………………………………………………………. 5th July 2023

Chairman

…………………………………………………………… 5th July 2023

Clerk & RFO