

TEMPLE GUITING PARISH COUNCIL

Serving the residents of Barton, Farmcote, Ford, Kineton and Temple Guiting
also Bemborough, Jackdaws Castle, Pinnock and Trafalgar.

The **next meeting of Temple Guiting Parish Council** will
be held **on 6th September at 7.30 pm.**
in the village hall.

Published 1st September 2023

AGENDA

- 1. Apologies for absence.** Received in advance from Cllr Morrissey.
- 2. Declarations of interests relating to matters on the Agenda**
- 3. Points from the floor**
- 4. Approval of the previous meeting's minutes and signing**
- 5. Chairman's announcements**
- 6. Clerk's Report to Councillors** - arising from minutes of the previous meeting, plus background to points 7(e), 11 and 13.
- 7. Items from the internal auditor's report 2022/23** to be reviewed and any action agreed e.g. councillor checks:
 - a) Recommend that grants are an agenda item and their approval is minuted.**
Currently all regular annual grants are approved and minuted as a single item. Cllrs to review for FY 2023/24.
 - b) Recommend that Standing Orders are a separate agenda item and approval is minuted.**
Currently all policies and procedures are approved and minuted as a single item. Cllrs to review for FY 2023/24.
 - c) Recommend that year end accounts are provided to council so that these can be compared with figures in the Annual Statement of Accounts on the AGAR.**
Currently only provided to internal auditor and posted to the website. Cllrs to review for 2023/24.
 - d) Recommend that the dates for the period of exercise of public rights in 2023 are also reported to council and minuted as well as minuting that councillors noted the dates.**
Not currently presented to councillors (due to time constraints). Cllrs to review for EOY 2023/24.
 - e) Recommend review of Standing Order no 18 re: tender process and preferred supplier.** Only purchases above £200, as opposed to the current £25,000, is proposed for competitive tenders. Councillors to consider a preferred supplier list for e.g. minor works.
Also reminder re: action process. [See excerpts in clerk's report.](#) Cllrs to review.
 - f) Recommend that insurance cover is reviewed annually - even in a multi-year contract.**
2023/24 is the last year of TGPC's 3 year insurance contract. Cover has been increased to include new VAS equipment. Cllrs to review policy options in advance of 24/25 insurance.
 - g) Recommend Council satisfies itself that the internal auditor is independent and separate from the Council.**
Minuted. Item 10, April 2023 as 'Annual Internal Audit. Having satisfied themselves that the auditor provided by GAPTC would be independent of the council, Councillors resolved to appoint an auditor provided by GAPTC. Action: Clerk to request auditor from GAPTC.
 - h) Recommend that a councillor checks bank reconciliations against bank statements and initials at least twice a year.**
Not included in current Financial Regulations. Cllrs to review inclusion.

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- i) **Recommend that bank signatories are reviewed following the recent elections.** Further bank signatories considered (Cllr Mather and Cllr Baber-Scovell). Clerk has started process with Lloyds bank.
- j) **Recommend that minutes include actual precept amount to be requested.**
Cllrs to review for FY 2024/25.
- k) **Recommend that council is presented with a statement of budget vs spend at least twice a year.** Currently, Budget v actual is presented in advance of budget planning meeting (Nov/Dec). Cllrs to consider timing of a second update.

8. Training

- a) Councillor Baber Scovell to report on **New Councillor training session.**
- b) Further training options. Councillors to agree any further training courses:

[Nimble e-learning | Gloucestershire Association of Parish and Town Councils \(gaptc.org.uk\)](http://gaptc.org.uk) offers online training in 'Standards in public life', also 'Introduction to local councils'. These are priced at £16 and £14 respectively.

GAPTC-provided online training:

Title	Dates	Cost
Finance for councillors	5 October or 2 November	£30
Being a better councillor Part 1	11 October or 8 November	£25
Being a better councillor Part 2	18 October or 22 November	£25
Planning in Plain English	31 October	£35
Budgeting for clerks	10 October	£35

Note re: budget v actual for training: A budget of £500 has been assigned for training in 2023/24. Of this, £140 has already been assigned (1 x Chairmanship, 3 x New Councillors).

- 9. **Crime in the North Cotswolds.** Cllr Eayrs to report on police seminar. Cllrs to decide on any action.

10. Highways

- a) Cllrs Baber-Scovell and Eayrs to report regarding junction of Cutsdean Road and B4077 in Ford (in Cutsdean PC)
- b) Cllr Baber-Scovell to report on VAS deployment.

- 11. **Village hall and Recreation field management.** Cllr Mather to report on management of Village hall and Recreation field, including latest [Rospa report](#) on the playground and the village hall handover list (see Clerk's Report).

12. Planning

- a. **Comments between meetings:**

23/02094/FUL Chalk Hill Farm Supportive comments posted with notes re: concerns about garaging, retention of the Old Piggery, environmental factors.

23/02134/FUL Nosehill Farm Supportive comments posted with notes re: additional improvements such as green energy and environmental factors.

23/02108/FUL Old Wheelwrights, Kineton. Supportive with the exception of objections to removal of green roof and creation of raised patio and steps.

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b. **Councillors to consider the following application:**

23/02601/TCONR Fell 16 Ash trees at **Wells Head**

c. **Changes to status of planning applications:**

23/02214/FUL Ford Hill Farm. Demolition and rebuilding. Conservation officer has recommended refusal. Awaiting decision.

23/01641/FUL Retention of log cabin as rural worker's dwelling at Hitchins Farm. Awaiting decision. Delayed due to staffing issues.

23/01617/FUL Conversion of loft and associated works at 3 Windrush Close. Permitted.

23/00297/FUL Critchford House. Removal of stone mullions and lintel. Replacement of lintel with catnic lintel dressed in cast stone and other associated works. Mullions not replaced. Permitted.

13. Quarry Working Party. Cllr Gower to report back from August 31st meeting with GCC. Councillors to decide on any action. See Clerk's report for a summary of the project's finances.

14. Financial position .

a. **Financial position** To review current financial position.

Balances as at 29th August 2023:

Current Account (02503759): £7,593.31

Savings Account (07859616): £5,293.12

b. **Reconciliation.** Councillors to consider the reconciliation in the Clerk's report.

c. **Cheque signing/Epay** agreement and validation

The following payments to be approved:			
Chq/Epay	Payee	Description	Value
Epay	M Freeman	Clerk's salary July/August @£180.90 p.m.	£361.80
Epay	M Freeman	Expenses – replacement VAS batteries Tayna Ltd Inv. 2989074	£213.36
Epay	M Freeman	Expenses - GoDaddy Managed Wordpress website annual fee	£143.86
Epay	Hydrock	Dust monitoring Report	£3362.40
Epay	Steve Woolaston	Removing 2 signs for 'The Pantry' Note: £5 for 1 sign previously approved.	£10.00

Bank deposits received:	Direct debits paid:
Interest for July and August - £7.50	Praedium property ½ yearly rental £50
VAT refund - £1432.15	

Next meeting: The date of the next meeting is 1st November 2023.