**Minutes of Temple Guiting Parish Council Meeting**

**Held on Wednesday 6th September in 2023 at 7.30 pm in the village hall.**

**Councillors present:** Sam Baber-Scovell, Lorna Eayrs, Jayne Ewart-Perks, Michael Krier, Kate Mather.

**Public:** 2 members of the public attended.

**Gloucestershire County Council Councillor** Mark MacKenzie-Charringtonattended.

1. **Apologies for absence:** Apologies received from Cllrs Morrissey and Gower in advance.
2. **Declarations of interest in items on the Agenda (Localism Act 2011):** Cllr Krier declared an interest in agenda item 12 (b), as a trustee of the property. The meeting agreed to allow Cllr Krier to speak but not to vote.
3. **Points from the floor**: Two members of the public stated that they would like to address the meeting regarding ash trees on the verge in Farmcote, as discussed at the previous meeting. GCC Cllr MacKenzie-Charrington dealt with the issues outside the meeting.
4. **Approval of the previous meeting’s minutes and signing**. The Council approved the draft minutes and the Chairman agreed to sign the minutes. Action: Clerk to post to noticeboards and website.
5. **Chairman’s announcements.** The Chairman informed the meeting that she, the clerk and the ex-Chairman had cleared many years of archived paper planning documents, retaining only those though to be contentious. She then invited Cllr MacKenzie-Charrington to address the meeting:
* A useful tour had been organised by the Quarry Working Party. Feedback from attendees was that it had been extremely helpful. Although attendees agreed that the group of quarries formed a recognisable cluster, they were not sure how to interpret this within the minerals planning operation.
* GCC currently has only one Planning Enforcement Officer. Cllr MacKenzie-Charrington has lobbied for at least one further senior officer plus a programme to train their own officers, similar to programmes in other parts of the council.
* Cllr MacKenzie-Charrington is Leader of the Planning Committee but must stand down from the committee meeting on September 28th, at which a quarry planning application will be considered, due to his involvement with the QWP.
* Cllr MacKenzie-Charrington, ex-Councillor Nigel Moor and TGPC QWP will provide information for the meeting

TGPC Councillors thanked Cllr MacKenzie-Charrington for his continuing support and considerable effort in working with the QWP towards improving conditions for residents affected by quarrying in the North Cotswolds.

* The flu and Covid vaccination programme has been brought forward. Residents should wait to be called for vaccination. Action: Clerk to email residents with information and update the website with the details.
* CDC’s planning department which had been short staffed for some time, has recently lost a further number of staff, making severe delays likely for new planning applications.

Cllr MacKenzie-Charrington’s full report is available on the TGPC website.

Cllr Eayrs requested information about patchy pot hole repairs in Farmcote, where 8 holes had been numbered but only 5 had been filled. Cllr MacKenzie-Charrington said that if a pothole wasn’t on the worksheet of the attending team, it would not be filled at that time.

Cllr Krier requested information about the location of ‘Road Closed’ signs, which seemed to be placed too far from the closure, leading to drivers taking extra long and unnecessary diversions. Cllr MacKenzie-Charrington agreed but said this was the responsibility of the contractors.

Cllr Eayrs also raised complaints from HGV drivers regarding overhanging branches in Farmcote scratching the lorries. Action: Clerk to obtain details from Cllr Eayrs and forward to Cllr MacKenzie-Charrington.

1. **Clerk’s Report** Councillors noted that items in the clerk’s report would be referred to at agenda items 7, 11, and 13. A quote of £20 to remove two Pantry signs and check the telephone box lighting was approved.
2. **Items from the internal auditor’s report 2022/23**. Councillors reviewed the following items:
3. **Recommendation that grants are an agenda item and their approval is minuted individually.** Cllrs agreed to incorporate this recommendation for FY 2024/25.
4. **Recommend that Standing Orders are a separate agenda item and approval is minuted.**

 Cllrs agreed to incorporate this recommendation for FY 2024/25.

1. **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.**

 Cllrs agreed to incorporate this recommendation for FY 2023/24.

1. **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.**

 Cllrs agreed to incorporate this recommendation for FY 2024/25.

1. **Recommend review of Standing Order no 18 re: tender process and preferred supplier.** Cllrs resolved that only purchases above £200, require competitive tenders. A preferred supplier was approved for minor works. The Clerk also reminded councillors especially those new to the role, of Standing Order 25 (a) ii. that ‘No Councillor shall issue orders, instructions or directions unless duly authorised’.
2. **Recommend that insurance cover is reviewed annually - even in a multi-year contract.**

 Cllrs resolved to review policy options in advance of 24/25 insurance.

1. **Recommend Council satisfies itself that the internal auditor is independent and separate from the Council**. Councillors were satisfied that this was already carried out.

# (Minuted. Item 10, April 2023)

1. **Recommend that a councillor checks bank reconciliations against bank statements and initials at least twice a year.** Councillors decided not to adopt this recommendation.
2. **Recommend that bank signatories are reviewed following the recent elections.** Clerk has already added Cllr Mather to the signatories and will also add Cllr Baber-Scovell.
3. **Recommend that minutes include actual precept amount to be requested (rather than current %age).** Cllrs agreed to incorporate this recommendation for FY 2024/25 and to include the method of calculation for public understanding.
4. **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). Councillors agreed to receive a second Budget v Actual calculation in March.

Action: Clerk to carry out new procedures.

1. **Training**
2. Councillor Baber Scovell reported that the New Councillor training session had provided very useful background, including relevant sources of information.
3. Further training options. Councillors agree to Cllr Mather’s request to take the Finance for Councillors and Planning in Plain English training sessions, and clerk’s request to take the Budgeting for Clerks session. Action: Clerk to book training.
4. **Crime in the North Cotswolds.** Cllr Eayrs reported from the Rural Crime Community meeting held on 27th June in Northleach. Senior police representatives led the meeting. The number of officers in the rural crime unit has doubled from 4 to 8, with additional backup from dog teams and armed officers where appropriate.

Attendees voiced concerns over traffic accidents and speeding on rural roads, as well as theft. This included larger items such as tractors and GPS equipment, as well as regarding ‘small tools’ taken from locked vehicles. These have a huge impact on the victims who, in many cases, would not be able to work until the losses had been replaced.

The audience raised the issue of lack of education about rural life among new recruits to rural policing. Poaching is a serious issue across the county, causing financial losses to shoots and often being carried out by individuals with unlicensed firearms. If seen, witnesses should ring 999 not 101.

1. **Highways**
2. Cutsdean junction. CllrBaber-Scovell reported that she had written to Cutsdean Parish Council regarding the junction between the road to Cutsdean and the B4077 as it falls within the Cutsdean Parish boundaries, suggesting a mirror to improve visibility.
3. Cllr Baber-Scovell reported on VAS deployment. The equipment at the Plough is fixed and the other VAS has recently had new batteries fitted. When they have run down that VAS will be moved to the school. Councillors thanked Cllr Baber-Scovell for recruiting four new volunteers to help move the VAS and change batteries. Cllr Krier suggested that a revival of the police Speedwatch operation might be helpful. Action: Clerk to check police availability for training and equipment provision.
4. **Village hall and Recreation field management.** Cllr Mather reported that a meeting was being arranged with the head of the school to understand their requirements from the hall better. Bookings are currently suspended. Ian Littlewood would continue to manage the accounts but two further trustees were needed in addition to Cllrs Mather and Morrissey. Cllrs Krier and Baber-Scovell volunteered to fill these positions. The Trustees would need help with reducing the risks identified in the recent RosPA report. Action: Clerk to provide details of minor works person to Cllr Mather.
5. **Planning**
6. **Comments between meetings.** Councillors confirmed the comment below were correct:

**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 postedwith 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.

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

**23/02601/TCONR** Fell 16 Ash trees at **Wells Head.** Councillor Krier had inspected the site and reported that the application was a blanket request to fell ash trees in a spinney on land in the centre of the village leased to the Landmark Trust. Not all the ash trees were visibly affected by ash die back and one tree was in the region of 200 years old. The proposed felling would change the character of Wells Head Lane and the village. Cllr Krier recommended that TGPC post comments of objection to the application, requesting that it be refused and a new application presented. This should include a full report from an arboriculturist and, to maintain as much wildlife habitat as possible, only diseased and dangerous trees and limbs be removed. Councillors also noted that, contrary to CDC regulations, there was no sign on site announcing the application and inviting comments. Councillors agreed unanimously with Cllr Krier’s proposal. Action: Clerk to post comments to the CDC planning portal.

1. **Quarry Working Party**. In Cllr Gower’s absence, Cllr Ewart-Perks reported. The recent tour organised for senior GCC planning officers had generated considerable support, although not a single quarry lorry was seen. The next significant meetings are the hearing regarding the Oathill application on Sept 28th, preceded by the 21st Sept pre meeting.
2. **Financial position**. Councillors noted (a) the current financial position and (b) approved the reconciliation and following payments. Cllrs noted that no payment would be made to Hydrock until a satisfactory final report had been received and that a £150 credit would be paid to TGPC due to changes in the work carried out. Funds for the payment would be provided by the North Cotswold Quarry Group.

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| **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 Inv. 2989074 | £213.36 |
| Epay | M Freeman | Expenses - GoDaddy Managed Wordpress website annual fee | £143.86 |
| Epay | Hydrock | Dust monitoring Report Note: Funded by the North Cotswolds Quarry Action Group.  | £3362.40 |
| Epay | Steve Woolaston | Removing 2 ‘The Pantry’ signs. | £20.00 |

There being no further business, the Chairman closed the meeting at 8.45 p.m.

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