

## TEMPLE GUITING PARISH COUNCIL

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

### Minutes of the Annual Temple Guiting Parish Council Meeting

Held on Wednesday 1<sup>st</sup> May 2024 at 7.00 p.m. in the village hall.

**Councillors present:** Sam Baber-Scovell, Lorna Eayrs, Jayne Ewart-Perks, Michael Krier, Kate Mather (Chairman), Mickey Morrissey.

**Public:** 6 members of the public attended.

**GCC Councillor** Mark MacKenzie-Charrington attended.

1. **Election of Chairman for 2024/25.** Cllr Krier proposed and Cllr Ewart Perks seconded Cllr Mather as Chairman for the new financial year. Cllr Mather agreed to sign the Declaration of Acceptance.
2. **Election of Vice Chairman for 2024/25.** Cllr Mather proposed and Cllr Ewart Perks seconded Cllr Morrissey as Vice Chairman for the new financial year. Cllr Morrissey agreed to sign the Declaration of Acceptance.
3. **Apologies for absence.** Cllr Gower had sent his apologies in advance.
4. **Declarations of interest in items on the Agenda (Localism Act 2011):** None.
5. **Points from the floor:** None.
6. **Chairman's announcements.** The Chairman reported that Highways had made no progress with the list of actions provided by TGPC. Cllrs agreed that the Clerk should escalate this into a complaint. **Action: Clerk to issue a formal complaint to GCC Highways.**  
  
Cllr Eayrs reported major potholes in Farmcote, which she would report via FixMyStreet. The Chairman encouraged councillors and members of the public to report any potholes or other highways issues via <https://fixmystreet.gloucestershire.gov.uk/>  
  
Councillors were also concerned for the clapper bridge in Kinton, where stones had become loose and visitors were placing them in the river to divert water. The Clerk said that this had already been reported, together with the collapsed section of the path at Duck Hollow. Cotswold NLB had referred the matter to GCC Highways.
7. **Clerk's Report.** Councillors noted the contents and had no questions.
8. **Approval of the previous meeting's minutes and signing.** The Council approved the draft minutes of the March Parish Council meeting and the Chairman agreed to sign the minutes. **Action: Clerk to post to noticeboards and website.**
9. **Approval of the minutes of the Planning Committee meeting and signing.** The Council approved the draft minutes of the Planning Committee meeting held on 12<sup>th</sup> April and the Chairman agreed to sign them. **Action: Clerk to post to noticeboards and website.**
10. **Training.** Cllr Eayrs and Cllr Baber-Scovell asked to attend the 'Planning in Plain English' training provided by GAPTC. **Action: Clerk to book councillors onto the next available course.**
11. **Bollards at Barton.** Councillors noted the information regarding possible bollards included in the Clerk's Report and agreed on the [Vergemaster RX™ Flexible Marker Post](#)



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Councillors approved the expenditure of £500 to buy and position the bollards. The Chairman proposed that Highways should be contacted first to deal with this, due to possible funding issues. Chevrons before the road reaches Barton were also considered. Cllr Mark MacKenzie-Charrington offered support from the Build Back Better fund or from the Highways fund available to him. **Action: Clerk to contact Highways. If they were not prepared to install the bollards, Temple Guiting Parish Council would fund them with help from GCC Cllr MacKenzie-Charrington.**

- 12. Noticeboard at Ford.** Councillors chose the £544 option (8 A4 sheets, aluminium) from the selection in the Clerk's report. Councillors agreed to the extra charge to paint the board green to match the car park finger posts in the village. Extra magnetic pins would also be ordered. **Action: Clerk to order the noticeboard and pins.**

- 13. Membership of GAPTC.** Councillors resolved to renew membership of GAPTC for 2024/5. **Action: Clerk to arrange payment of the subscription.**

- 14. Governance.** Councillors decided to approve the existing policies and procedures for 2024/5:

- a) Standing Orders (unchanged since 2023/24)
- b) Asset Register (unchanged since 2023/24. Will need to be updated after new assets purchased following this meeting.)
- c) Financial Regulations (unchanged since 2023/24) Note: new Financial Regulations are expected soon. These will need to be approved once they are publicly available.
- d) Risk Management policy (unchanged)

**Action: Clerk to post to website.**

- 15. VAS equipment.** Councillors resolved to buy the solar VAS as recommended by the For representatives. It would be located at Ford Pitch where batteries are used up more frequently than other locations. GCC Cllr MacKenzie-Charrington agreed to provide financial support. **Action: Clerk to order solar VAS.**

### **16. Planning**

Comments posted between meetings:

24/00701/PIP. Permission in principle for the erection of one dwelling. Wards Piece Wells Head Lane, Temple Guiting. Comments of objection posted. Awaiting decision.

24/00503/FUL Erection of single storey rear and side infill extension to link cottage, utility and summer house. Greenaway Cottage Kineton GL54 5UG Comments suggesting improvements posted. Awaiting decision.

The Chairman noted that CDC had approved all recent tree work applications (24/00622/TCONR, 24/00621/TCONR, 24/00333/TCONR) but that none of the more recent planning applications for new or replacement housing or for extensions and new builds had been approved yet.

- 17. AGAR – Certificate of Exemption from external audit (AGAR 2023/4 Form 2).**

Councillors approved the completed Exemption Certificate as neither income nor outgoings had exceeded £25,000 in the past year. **Action: Clerk to post to website and submit to auditor.**

- 18. AGAR- Governance and Accountability Return 2023/24.** See Clerk's Report for copies.

Contact [templeguitingparishcouncil@yahoo.co.uk](mailto:templeguitingparishcouncil@yahoo.co.uk)



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- a) **Annual accounts: Section 1 Annual Governance Statement 2023/24.** Councillors reviewed the Governance statement and agreed to approve the document.
- b) **Annual accounts: Section 2 Accounting Statement 2023/24.** Councillors reviewed the Accounting statement and agreed to approve the document.
- c) **Annual accounts: Notice of commencement of Public Rights.** Councillors noted the dates for public access to AGAR documents – Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> July 2024.

Action: Clerk to post documents to the website, the auditors and the noticeboards.

### 19. Finances

- a) Financial Position. Councillor noted the current balances.
- b) Reconciliation. Councillors approved the reconciliation in the Clerk's Report and the Chairman agreed to sign it.
- c) Councillors noted that the first CDC precept payment had been received along with a CDC CIL payment, which could be used to fund infrastructure projects such as VAS, noticeboard and bollards.
- d) CIL reporting. Councillors asked for a separate copy of the annual CIL report in the Clerk's report to be circulated. Action: Clerk to circulate CIL report.
- e) Annual payments. Councillors confirmed the following annual payments:

|  |        |
|--|--------|
| Temple Guiting Recreation Society rent for meetings                          | £70    |
| Temple Guiting Recreation Society grant for maintenance of the village hall. | £1,500 |
| Temple Guiting School grant for field maintenance                            | £650   |
| St Mary's Church grant for burial ground maintenance.                        | £650   |

20. **Cheque signing/Epayment agreement and validation.** Councillors agreed unanimously to make the payments below:

| Chq/<br>Epay | Payee                         | Description  | Value    |
|--------------|-------------------------------|--|----------|
| Epay         | Temple Guiting Recreation Soc | Rental of village hall for PC meetings                         | £70.00   |
| Epay         | Temple Guiting Recreation Soc | Grant for hall maintenance                                     | £1500.00 |
| Epay         | Temple Guiting School         | Grant for recreation field maintenance                         | £650.00  |
| Epay         | St Mary's Church              | Grant for maintenance of burial ground                         | £650.00  |
| Epay         | GAPTC                         | Subscription for 2024/25                                       | £105.73  |
| Epay         | M Freeman                     | Clerk's salary March/April 2024<br>(£180.90 + £178.50 – taxed) | £359.40  |
| Epay         | Elan City-UK                  | Solar powered VAS  | £2700.00 |

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**Action: Clerk to arrange payments.**

**Approval of Meeting dates** Meetings are held every other first Wednesday of the month.  
Councillors agreed to meet on the following dates in 2024-2025:

July 3<sup>rd</sup>, September 4<sup>th</sup>, November 6<sup>th</sup>, January 8<sup>th</sup> (1<sup>st</sup> is a bank holiday), March 5<sup>th</sup>, and May 7<sup>th</sup> (in  
FY 25/26). Meetings will be held at 6.30 p.m. unless otherwise agreed.

**Date of next meeting:** 3rd July 2024. Cllr Morrissey apologised in advance for not being able to  
attend the meeting on July 3<sup>rd</sup>.

Signed .....

*K. M. Mather*

3<sup>rd</sup> July 2024