

## TEMPLE GUITING PARISH COUNCIL

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

### **Clerk's report to the July meeting of Temple Guiting Parish Council**

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

Held on Wednesday 14th May 2025 at 7.00 p.m. in the village hall.

**Councillors present:** Lorna Eayrs, Jayne Ewart-Perks, Liza Hanks, Michael Krier,  
Kate Mather (Chairman)

**Public:** 8 members of the public attended.

**CDC Councillor** Len Wilkins attended.

- 1. Election of Chairman for 2025/26.** Cllr Krier proposed and Cllr Ewart Perks seconded Cllr Mather as Chairman for the new financial year. Cllr Mather accepted and signed the Declaration of Acceptance.
- 2. Election of Vice Chairman for 2025/26.** Cllr Mather proposed and Cllr Ewart Perks seconded Cllr Morrissey as Vice Chairman for the new financial year. As Cllr Morrissey was not present, the decision was postponed to the next meeting.
- 3. Apologies for absence.** Cllr Morrissey 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 Cllr Gower had resigned and that she had accepted his resignation. She thanked Stephen Gower on behalf of the councillors for all his hard work in relation to local quarries. The Chairman announced that Stephen was happy to continue to help support the PC's work in managing the impact of quarries on the parish in the future. A new councillor will be sought.

The Chairman then thanked Alex Wilson for moving the VAS equipment and providing traffic monitoring data. The PC is also very grateful to Mr Wilson for changing the batteries in the VAS at Ford. **Action: Clerk to post traffic data to the website.**

The Chairman invited the District Councillor to give his report at this point rather than during the Parish Meeting. Cllr Wilkins noted that, due to the recent elections, CDC had carried out less business in May. The new GCC Councillor for the parish was Tom Bradley, Conservative. CDC now has a majority of Liberal Democrats, with a Labour leader.

There continued to be complaints about the new waste collection service. Publica services were being brought back in-house. CDC had passed a motion to write to the government regarding the potential impact of inheritance tax on farmers in the county. Fly-tipping issues were being addressed and councillors should report incidents to CDC on the 'report a fly tip' page of their website. The Robin bus service was now available across the North and South Cotswolds. Devolution is planned within 2 years. It may have considerable impact on parish councils and clerks. Clusters of clerks are being formed to work together once the changes are known.

Planning and enforcement teams are now up to strength and applications are being processed more quickly. Enforcement has a backlog of 500 cases and is working through them in order of severity.

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7. **Minutes of the previous meeting.** Councillors approved the minutes of the previous meeting and the Chairman signed them. **Action: Clerk to post to the website.**
8. **Training** Councillor approved 'New Councillor Toolkit and 'Planning in Plain English' training for Cllr Hanks. **Action: Clerk to book training.**
9. **Windrush Water Quality Measurement** Cllr Hanks explained that 5 sites on the Windrush were being tested every month. The first results had been encouraging with very low levels of pollutants although one site had a high level of turbidity, possibly due to sheep crossing the river. More volunteers may be needed to carry out the tests. Contact the clerk or Cllr Hanks for more information. **Action: Clerk to add new webpage to cover Water Quality Measurement.**
10. **GCC Highways** had agreed to repair the two bridges over the Windrush in Kineton. Councillors were concerned about the type of repairs that would be carried out. **Action: Clerk to arrange site meeting for the Chairman, Cllr Ewart-Perks the Cotswold Wardens and Bob Skillern and Rhodri Grey from Highways.**  
  
Although Highways had closed the 'Fix it' report about the muddy, blocked drainage on the road between Barton Bridge and Gyting Broc, Councillors were not satisfied that the work had been completed. **Action: Clerk to contact Highways.**
11. **Noticeboards** Councillors decided to install a matching header for the noticeboard at Ford and to change the specification of the noticeboard chosen for The Green in Temple Guiting to include a header board. **Action: Clerk to order both and ask Steve Woolaston to install them.**
12. **Membership of GAPTC** Councillors decided to renew the PC's subscription to GAPTC. **Action: Clerk to pay subscription.**
13. **Governance.** Councillors approved the existing policies and procedures for 2025/6:
  - a) Standing Orders
  - b) Asset Register (Will need to be updated after noticeboards acquired). Cllr Krier noted that a beech tree was planted to commemorate the accession of King Charles III. Councillors agreed to buy a plaque and protective surround for the tree. **Action: Clerk to provide quotes.**
  - c) Financial Regulations Although approved in 24, Councillors agreed with the Internal Auditor that Internal Financial Controls are a separate governance document
  - d) Risk Management policy (unchanged)  
**Action: Clerk to post updated documents to the website.**
14. **Planning**
  - a) New Planning applications – 25/00759/FUL Ford Hill Farm. Councillors agreed that they did not object to the application but that they shared a number of concerns including size, style, dark skies lighting, missing materials information and use of Crittall windows. **Action: Clerk to post comments to CDC portal. Deadline extended from 12 May to 15<sup>th</sup>.**
  - b) Comments posted between meetings. Councillors confirmed that the following comments reflected their views accurately:  
25/00748/TCONR Fell decayed beech at 4, The Templars. TGPC posted 'no objection'.

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25/00866/FUL Barton House, extension to pool house and landscaping. TGPC posted 'no objection.'

25/00253/FUL 1 The Sherry. Conversion of outbuilding to provide accommodation. TGPC posted comments of 'no objections', but with 5 recommendations.

25/01143/TCONR 5C Old Farmhouse, Temple Guiting. Fell sycamore and remove lower branches of a beech tree. TGPC posted comments of 'no objection'.

c) Unauthorised felling of trees on 'Sewage processing land' in Temple Guiting.

Councillors noted that the landowner who had felled several trees without permission had acknowledged that permission should have been sought. New trees have been planted. NO further action required.

d) Update on outstanding applications:

- 24/0311/FUL Kineton stables. To go before the planning committee on 11<sup>th</sup> June. A councillor from Temple Guiting Parish Council will attend.
- 24/00066/FUL New Barn Farm. The Chairman emphasised that there was no link between this planning application and the length of the lease for the Village Hall and Recreation Field. The applicant does not own the Village Hall or recreation field. Over the past 15 years the PC had reviewed a number of planning applications for the site. The most recent have been more acceptable, being small scale and including a restoration of the existing unlisted Heritage Asset (the old barn) which was falling into disrepair. The village meeting held on 29<sup>th</sup> February 2024 had offered residents the chance to question the new planners and architects and had been attended by 33 local people.

The Chairman said that the 3 year lease for the Village Hall and Recreation field would expire in September. Trustees were working hard on proposals for an improved lease, although there was no legal requirement for the owners to renew the lease at all. Discussions with GCC Schools were started over a year ago and the school had been involved from the start.

Councillors thanked the Chairman for her continued hard work to improve the lease and condition of the village hall.

**15. 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 external auditor.**

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

- 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 2nd June to Friday 11<sup>th</sup> July 2025.

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

**17. Internal Auditor's report. Councillors noted the following comments:**

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- a) Internal controls. Recommendation that Section 5 of the financial regulations becomes a separate Internal Financial Controls document. Councillors agreed  
**Action: Clerk to prepare Internal Controls Governance document and post to website**
- b) Councillors agreed that the Clerk provides a list of Direct Debits and Standing Orders for approval at the start of every year. **Action: Clerk to include annually.**
- c) TGPC must registered with the Pensions Regulator, even if a pension is not provided. **Action: Clerk to register.**

### 18. Finances

- a) Financial Position. Councillor noted the current balances of £15,178.07 and £5399.71).
- 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 of £5,784 had been received though no CDC CIL payment had been received.
- d) CIL reporting.
- e) Annual payments. Councillors confirmed the following annual payments:

Temple Guiting Recreation Society rent for meetings	£70
Temple Guiting Recreation Society maintenance grant for the Village Hall.	£1,500
Temple Guiting School grant for field maintenance	£650
St Mary's Church grant for burial ground maintenance.	£650

- f) Direct debits and standing orders. Councillors approved the following direct debits and standing orders:

SO/ DD	Payee	Reason	Amount	Schedule
SO	PATA	Payroll services	£37.35	Quarterly
SO	Praedium Property	Rent of VH & Rec Field	£50	Half yearly
DD	CPRE	Support for rural issues	£60	Yearly
PAY	Lloyds bank	Services	£4.25 per account	Monthly

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

Chq/ 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 2025/26	£116.72
Epay	GAPTC	Internal audit fees for 2024/5	£210.00

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Epay	M Freeman	Clerk's salary March/April/May 2025 (£190.50 +£156.90 + £156.70	£504.10
Epay	M Freeman	GoDaddy expenses	£31.18
Epay	HMRC	Employers tax	£83.60
Epay	Greenbarnes	Header for Ford noticeboard	£193.56
Epay	Greenbarnes	Noticeboard with header for Temple Guiting	£1020.55

**Action:** Clerk to arrange payments.

**Date of next meetings:** 23<sup>rd</sup> July, 3<sup>rd</sup> September, 12<sup>th</sup> November, 7<sup>th</sup> January, 4<sup>th</sup> March, 6<sup>th</sup> May 2026. Meetings will be held at 6.30 p.m. unless otherwise agreed.

Signed .....

23<sup>rd</sup> July 2025

Chairman

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### Agenda item 7 Planning

#### **Brief summary of the points made at the CDC 5 year housing land supply meeting.**

Key Speaker: Matthew Britton (Principal Planning Policy Officer) Also present: Jo Symons (Head of Planning, Policy and Infrastructure), Cllr Mike Every Leader of Cotswold District Council, Cllr Juliet Layton, Cllr Tristan Wilkinson, Matt Abbot, Head of Comms, and Town and Parish Councillors.

✓ In December 2024, the government significantly increased housing targets in the Cotswold district. Due to over delivery on the existing plan only a further 250 homes were needed for the 5 year period 2024 and 2029. Under the new calculations the target is now 5,180 for those 5 years. The Council must identify enough building land for the 5 year period. CDC previously had a 7.3 year land bank. This is now a 1.8 year landbank.

✓ Due to the lack of a full landbank, Strategic Local Plan policies (DS1, DS2, DS3 and DS4) for the supply of housing are out of date. See the CDC Local Plan as was [here](#).

✓ Under national planning policy (NPPF), there is now a presumption in favour of sustainable development. **Applications must be approved** unless the harm significantly and demonstrably outweighs the benefits.

✓ The requirements of the Cotswolds National Landscape can provide a strong reason for refusing an application. It covers 80% of the District. A further 16% is flood plain/heritage assets/ habitat sites such as SSSI and conservation areas. Infrastructure is missing in some parts of the county. CDC may be able to use these factors to reduce the District's housing requirement.

✓ Speculative applications are rising, but can still be refused if **significant harm** can be proved. This is a higher bar than previously.

✓ Opportunity to increase affordable housing delivery.

✓ CDC's previous land supply process required the council to list all potential sites. As new sites are unusual in the district, CDC is revisiting [that list](#) - to identify sites which could be suitable under the new planning regulations.

Two sites in Temple Guiting are listed. Both were protected under DS1, which is now outdated. CNLB still applies, plus the lack of infrastructure in Temple Guiting.

Number	Location	Size/proposal	Reason for non development
R473	New Barn Farm	1.13 ha	Not currently developable as outside the 17 Principal Settlements (Policy DS1)
R587	Land north of The Sherry	10 homes	Not currently developable as outside the 17 Principal Settlements (Policy DS1)

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### **(a) Comments between meetings**

**24/03882/FUL Little Farmcote Farm.** Temple Guiting Parish Council has no objections to this application provided the following are adopted as conditions to the planning proposal. The recommendations were supplied by Eastabrook Architects in their email on 10<sup>th</sup> February 2025:

#### **1. Dark Skies – The following measures will be taken to minimise the level of light pollution from the internal and external lighting planned - in particular from the glazed panels/doors**

- Glazing will be chosen with anti-reflective coatings to reduce light spill/ reflections.
- Curtains or blinds will be installed to further control internal light spill in the evening.
- Lighting will be zoned internally to limit unnecessary light spill from spaces not in use.
- The scope of external lighting has not been defined yet; however downward fittings will be used to prevent sky glow. Any spotlights as required for security purposes will be on motion sensors to reduce unnecessary illumination.

#### **2. Bats and Swallows - the plan to accommodate them**

An Ecologist has carried out Phase 1 and 2 Surveys and has proposed a plan in line with Natural England requirements; please refer to the Ridgeway Ecology Surveys included in the Planning Application.

#### **3. Roof - solar panels in the roofing structure**

As mentioned in the Heritage Statement, there is the potential to include 'natural blue solar slates' on a courtyard facing roof which are visually less intrusive than solar panels. The exact details of this are yet to be confirmed.

#### **4. Drainage - Soak aways**

Soakaways can be situated under a variety of finishes, with the rainwater from the project being directed to the soakaway. This is detailed design element and will be agreed with the Building Control Officer.

#### **5. Air Source heat pump – site and noise minimisation**

The exact location of the ASHP is TBC. The noise will be quieter than a new external Oil boiler, with any potential sound not being heard by anybody apart from the clients.

#### **6. Gates to courtyard - details**

Suitably detailed gates to be subject to a Condition Discharge Application.

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**25/01603/FUL Little Farmcote Cottage.** Demolition of dwelling and outbuildings.  
Erection of self-build detached dwelling, three-bay garage, and associated landscaping.

Temple Guiting Parish Council has no specific objections to this application. In general, the PC supports the plan to demolish the old cottage and replace it with a much more energy efficient house. However, the Council agrees with the Planning Officer's concerns regarding:

- The size of the proposed house
- The size and appropriateness of the three bay windows
- The large modern glazed doors to the sitting room and the large kitchen doors.

In addition, Councillors were keen to make sure that the following were improved:

- Night skies protection
- Services and sustainability.

### **Size of the proposed house**

The site is dominated by the proposed house, which the Planning Officer notes is taller and wider than the current cottage. Some adjustments have been made in response to this comment. But the issue of the proportions being out of character remains. For example, first floor windows should be smaller than those on the ground floor.

### **Size and appropriateness of the three bay windows**

The proposed bay windows extend approximately one metre out from the main house. Councillors agreed that this was out of proportion and excessive. They are also not a feature found in the local area and, elsewhere, are found only on large historic houses - not the cottage that this plan emulates. The windows are also not designed in the same style as the traditional bay windows included in some large Jacobean houses but are a modernised version of these.

### **Large areas of glass**

The planning officer stated that the large glazed doors to the sitting room 'would benefit from mullioned windows' and councillors agree. The doors to the kitchen also appear to be large areas of glass which would reflect light back across the valley during the day as well as disrupting the dark skies typical of this area at night.

### **Night skies protection**

This valley is especially undisturbed by night lighting. A 'dark corridor' has been discussed as part of the planning application, but councillors are keen to see this extended to cover the maximum area so that the valley retains its special qualities.

An assumption that curtains will be drawn cannot be relied on. Councillors suggest that Planning Officers could apply conditions such as:

- automatic night blinds on windows where possible.
- non-reflective glass on the large areas of glass on the rest of the house, to prevent dazzle/light spill and reflections.

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- internal light zoning to limit unnecessary light spill from spaces not being used.
- any spotlights required for security purposes to be on motion sensors to reduce unnecessary illumination.

### **Services and sustainability**

Solar panels are planned for one side of the garage but there are none planned for the main house or other parts of the proposal. While aesthetics are important, further opportunities for sustainable energy should be reviewed.

The plans do not state whether an oil heating system will be retained or whether the air source heat pumps and batteries will be the sole sources of heating. This should be clarified.

Details of wastewater treatment are not included but a new private sewage system must be installed to deal with the increased number of residents and to meet improved water standards.

While the environmental survey did not reveal a large number of permanent roosting bats it did reveal two species which use the site for daytime roosting. A previous survey of Little Farmcote Farm revealed that a number of bats have or had permanent roosts there. This is very close by, and Councillors are keen that roosts at Little Farmcote Cottage are reinstated, and species are protected during works.

Finally, construction vehicles will have to use singletrack roads to reach the site. This is highly likely to cause damage to the surface and to the verges. Planning Officers could consider including a condition that road surfaces and verges should be restored once the works are completed.

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**25/01798/OPANOT** General permitted development. Rook Pool, Kineton Hill. Change of use from agricultural barn to flexible commercial use. TGPC posted 'No objections' comment.

**24/03882/FUL Little Farmcote.** Conversion of outbuildings for use as annexe. TGPC posted 'No objections' comment.

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### Agenda item 7 (b): Planning application for comment

#### 25/01920/FUL Ford Hill Farm

Please see below history of Ford Hill Farm planning applications for the house, the stables and the barns. Also a summary of the current application:

<b>The House</b>	<b>Description</b>	<b>Status</b>
22/02735/FUL	Significant changes to the farmhouse.	Permitted.
23/00702/FUL	Demolition of a number of external walls to improve energy efficiency. Internal walls removed for reorganisation of the house.	Withdrawn.
23/02214/FUL	Demolition of a number of external walls to improve energy efficiency. Internal walls removed for reorganisation of the house.	Refused. Appeal dismissed.
25/00759/FUL	Amended version of 22/02735/FUL	Withdrawn.
<a href="#">25/01920/FUL</a>	Amended version of 22/02735/FUL. Large square bay windows removed. Garden room replaced with office. Plant room and garage now separate from house. Extract from the letter from the architect to CDC Planning: <i>I confirm the following changes have been made:</i> <ul style="list-style-type: none"> <li>- <i>The flat roofed area between the garage and main house has been omitted, thus providing the required separation between the main house and outbuildings you recommended</i></li> <li>- <i>The garage block has been reduced in width, thus also reducing the ridge height</i></li> <li>- <i>The porch detail has been simplified, omitting the decorative stonework</i></li> <li>- <i>Glazing bar patterns to the Crittall windows have been simplified</i></li> <li>- <i>The window door treatment to the coach house is unchanged and as approved under the original consent</i></li> </ul>	Awaiting decision.
<b>The agricultural barns</b>		
24/00348/FUL	Demolition of 5 barns and replacement with 1 barn.	Permitted.
25/00758/FUL	Demolition of 5 barns and replacement with 1 larger barn, to include smaller sectioned internal areas. Solar panels added.	Permitted.
<b>The stables</b>		
23/02562/FUL	Conversion to 2 suites, an office, gym, plant room, 2 x kitchens.	Permitted

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### **Agenda item 8 – New Councillor**

Profile of candidate for co-option: Richard Waller Removed at candidate request.

### **Agenda item 9 – VAS extended guarantee**

See the main document here: [Guarantee renewal for 1st VAS UK282.pdf](#)

Notes from supplier:

1. This equipment is currently out of warranty; the service contract will cover you in case of a breakdown.

**As a reference, if your equipment is not currently covered, the diagnostic fee is £196.00 plus VAT for each speed sign.**

2. If the equipment is covered, carriage is free. We collect the device, bring it to our workshop, fix it, and return it to your place. Free of charge for you.

### **Agenda item 10 – Parish Council Insurance**

TGPC is in year 2 of a 3 year deal with Community First for general insurance. Last year (and every year when prices have been compared) Community First was far cheaper than other providers. This year's premium is £306.80. Last year it was £306.79.

### **Agenda item 11 – Governance**

#### **11 (a) GDPR and DPA**

A new 'Assertion 10' has been introduced as part of the annual AGAR process.

To warrant a positive response to this assertion, the authority needs to have taken the following actions (5.124):

- Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR (done in 2018)
- Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully (to do, including data that councillors hold)
- Risk assess all data processed by the council and identify mitigations (to do)
- Implement a Data Protection policy on data handling, storage and sharing (done in 2018, but will need to be tailored for TGPC's use)
- Provide regular training to ensure all staff and members are trained on data protection principles and practices (to do, but could be shared training with other PCs to reduce costs)

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- Secure data using appropriate technical and organisational measures to protect personal data from breaches (done, but needs to be documented).

To achieve a positive statement on the Annual Governance Statements page of the AGAR documents, the PC must prove that the above have been carried out. More details [here](#).

### 11 (b) .gov.uk website and email addresses

Parish Online	Aubergine	Cuttlefish
£300 set up and same each year.	£499 set up. Same each year.	£600 set up. Same each year.
Set up includes: Set up of new domain, migration of web content. Standard gov.uk style and templates. Automatic forwarding from old emails, 20 email boxes. 1 free email box for the clerk.,	Set up includes: Set up of new domain, migration of web content (1 year's worth + 5 years of AGAR documents. £25 p hr to transfer other documents). Free domain for the first year, £100 annually thereafter.  Lot of extras available e.g. secure councillor portal (£100 p.a.), events and tickets (£250 once only), Surveys (£50 p.a.) integration with local authority planning portal (£100 p.a.) Payments (£250 once only)	Set up includes: Set up of new domain, £75 p .a. thereafter. Email accounts £85 each p.a. (Microsoft), calendar, events, announcements banner. Extras available: Mobile app £225 p.a. Appointments £50 p.a.
No training provided. Online knowledge base provided.	Training provided.	Training provided.

Note: Prices are ex VAT

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## **Agenda item 12 (b) - Reconciliation**

### **Temple Guiting Parish Council**

#### **Bank Reconciliation**

Period 1 April 2024 to 17 July 2025

Current account 02503759

Balance at 17 July 2025 10063.57

Deposit account 07859616

Balance at 17 July 2025 5406.41

Less outstanding cheques 0

Reconciled balance 15469.98

#### **Cashbook summary**

Opening balance 1 April 2024 14892.59

Add receipts to date 5990.14

Less payments to date 5,412.75

Cashbook balance 15469.98

Signed:

Chairman .....

Clerk & RFO .....

23rd July 2025