

Clerk's Report for

Monday 5th February to Thursday 22nd July 2020

(Points numbered according to the minutes of the last meeting.)

4. Minutes.

Clerk has posted the previous minutes to the website and the noticeboards.

8. Planning.

Clerk arranged site meetings at Hyde Colt/Gyting Broc (changed to email consultation due to Coronavirus lockdown. Clerk posted comments to the GCC planning portal.

Clerk arranged planning meeting on (wen) and at Temple Guiting House. Attended site meeting. Submitted comments from both site meetings. While meetings were suspended during the recent lockdown, clerk circulated planning comment forms for 4 other applications, collated comments and submitted them to CDC.

19/0086/CWMAJM Oathill quarry. Clerk posted comments to TGPC website and GCC portal; updated Cllrs Keeling and Moor.

9. Highways.

Clerk emailed GCC Highways officers re: location of VAS posts. Response to further email dated May said posts would be in place within the next 3 months i.e. August.

11. Quarry Stakeholder Meeting Working Party.

Clerk has posted draft quarry position statement to the website. Due to limitations of the current web management system it was not possible to create a separate 'quarry' page within the planning section. Terms of reference were updated to show a review every 3 months.

12. Finances

Clerk arranged internal audit with GAPTC, liaised with internal auditor, provided required supporting documentation, completed exception certificate, accounts, AGAR Sections 1 and 2 for council approval.

Reconciliation for July 2020 meeting:

**Temple Guiting Parish Council
Bank Reconciliation**

Period 1 April 2020 to 22 July 2020

Current account 02503759	
Balance at 22 July 2020	£12,896.03
Deposit account 07859616	
Balance at 22 July 2020	£5,264.74
Less outstanding cheques	0
Reconciled balance	£18,160.77
Cashbook summary	
Opening balance 1 April 2020	£10,839.13
Add receipts to date	£7,670.00
Less payments to date	348.37
Cashbook balance	£18,160.76

Other (in addition to actions resulting from the last council meeting):

* **NS&I savings account.** Clerk completed (several) forms to transfer funds from a dormant National Savings account held previously by ex-councillors Chris Hickman and Maurice Emtage. Funds now transferred to TGPC's current account

* Sent out **allotment invoices**. Monies received from 2 allotment users. 2 still outstanding.

* **Insurance.** Clerk has obtained quotes for insurance from BHIB and Community First. See the table below for a comparison.

	Community First	BHIB
Premium	£235.54	£330.49
Part A Material damage	NA	NA
Part B business interruption	£500*	Extra
Part C All risks	Office £2,500 plus assets	Extra
Part D Money and Personal Accident assault	£500 in custody	£2,500 in custody
Part E Public and Products liability	£10,000,000	£10,000,000
Part F Hirers' liability	£2,000,000	Extra
Part G Employers' liability	£10,000,000	£10,000,000
Part H Libel and slander	£250,000	£250,000
Part N Fidelity Guarantee	£25,000	£50,000
Part O Personal accident	Max £500,000	Extra
Part P Legal expenses	£100,000	£250,000
Part Q Street furniture (impact damage only)	NA	NA
Loss of revenue	NA	£500

* Loss of computer data only

TEMPLE GUITING PARISH COUNCIL

- * **Liaison with Highways** officers Rhodri Grey and Harry Roberts re:-
 - replacement signs at Trafalgar crossroads (on Buckle street). Signs missing since an accident there about 10 months ago.
 - road improvement at Lynes Barn. Deep potholes were reported to Highways and, since the closure of Stanway Hill, HGVs made these worse by using this road as a diversion.
 - the new Ford village sign on the B4077 and the repeater signs.
 - the posts agreed for the VAS sign. Reply dated 14 May 2020 stated that 'VAS posts will be within the next 3 months'.
 - in addition, the stone bridge over the Windrush in Kineton (furthest down stream) , in poor repair due to use and abuse by visitors.
 - postponed traffic survey due to holidays, followed by severe weather, followed by lockdown.
- * Arranged **winter salt/grit** delivery.
- * **Register of Interests** update. Clerk circulated documents for updating by councillors. Completed documents received from all councillors.
- * Liaison with **Corpus Christi** re: plans showing assets owned in Temple Guiting.
- * **Website accessibility.** Clerk has checked website against new requirements for greater accessibility. The only element that needs to be changed is to add 'alternative text' to any photographs used. An 'accessibility statement' also needs to be added.
- * **Website provider.** Due to lack of resources, functionality and availability of the current arrangement Clerk is checking feature and costs for 3 mainstream website providers: Wix, Square space, GoDaddy. T.b.s. at meeting.
- * Clerk has circulated information about road works to parishioners on 2 occasions..
- * **Covid-19 and other local updates.** Clerk checked all gov.co.uk updates and circulated relevant information to parishioners and councillors as appropriate. Clerk has also updated TGPC website with relevant information regarding sources of help during the pandemic and the latest developments. Risk assessment for the village hall enabling PC to hold meetings in Covid-secure location.

Date: 29 July 2020

Signed:

Clerk & RFO

Councillor