



Kemble & Ewen Parish Council

Minutes of the Meeting of the Parish Council on Friday 12 April 2019 at 7.30pm in Kemble Primary School

Lester Napper, Parish Councillor

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Present:

Parish Councillors: Roger Pettit, Michael Binks, Carol Dougill, Lester Napper(Minutes), Sohrab, Nicky Baber, George Collins, David Ball & Eric Silk

Members of the Public: Rob Head of BDL and George Beard of Meeting Place Communications.

1. Residents Contributions

Rob Head and George Beard gave written and verbal feedback from the public consultation on the proposed development of K_1B and K_5. On the whole they felt it was positive. On the 23rd April they will hold a pre application meeting with the CDC. They want to return on the 10th May to update the KEPC and say what will be on display at the second consultation on 15th May. They hope to submit plans to the CDC in June/July.

2. District Councillor Report – TB

The local elections on 2nd May meant that TB was unable to respond to points raised but he said he would be happy to do so after the elections in the event of his being re-elected.

3. Apologies for Absence – Sarah Broadley, Clerk. Cllr Baber left the meeting at 8.00pm. She didn't stand for election. Cllr Pettit thanked her for her work on the council and wished her well for the future.

4. Declarations of interest – LN for 8)

5. Minutes of the meeting held on 8 March 2019 –The minutes were approved and signed as an accurate record. All councillors agreed and the matter was resolved.

6. Matters arising from previous meetings

- a) Update on possible cemetery site and fees – nothing to report
- b) Sports grant for changing rooms on the football field – nothing to report
- c) Consultation for Kemble Parking Scheme – Cllr Pettit continues to talk with GCC/GWR and believes that GCC will be ready to proceed after the elections on 2nd May.
- d) Land at Windmill Road & Clayfurlong Grove – nothing to report.
- e) Permissive path between Kemble & Ewen – Cllr Pettit met with Mr Patch of estate to discuss joining up of sections. Agreed that the path can cross field to old gateway. A bridge will be needed to cross a ditch. Mr Harrison to provide an indicative costing.
- f) Road crossing & footpath extension to railway station carpark – Cllr Pettit has met with GCC representative and gave positive feedback. Work could proceed soon.

7. To agree quote and course of action for installation of Kemble Sign on approach from Ewen – Item adjourned to next meeting.

Action: Clerk to contact Mr Andrew Timbrell of AP Transport Limited.

8. To review and agree Heads of Terms for land at Station Road (KCG) – Cllr Napper reported on meeting with KEPC, CDC and KCG representatives on KCG on 19th March where fencing and lease issues were discussed and points on both were clarified. The fence between the development area and the KCG will be put up after Easter. Cllr's Napper and Pettit who both attended the meeting now felt that the lease in new form should be accepted by the Council. Cllr Binks proposed new lease for the KCG and this was seconded, all agreed and the matter was resolved.

Action: Cllr Pettit to sign lease and return to CDC.

- 9. To receive quarterly playground inspection report and agree and actions required** – Cllr Ball led the discussion. After he had further examined and tested the equipment he concluded that it would be best to leave things as they are and continue to monitor. Cllr Napper proposed and this was seconded, all agreed and the matter was resolved.
Action: continue to monitor.
- 10. To review and agree change of date for Annual Parish Meeting (Public)** – The local elections means that our CDC and GCC councillors can't be present for the 26th April. After discussion it was agreed that meeting should be moved to 10th May and that the AGM should follow on after to allow for the election of the new chair etc. Cllr Sohrabjee proposed these changes and this was seconded, all agreed and the matter was resolved.
- 11. To approve Annual Report for distribution** – Cllr Sohrabjee proposed subject to removal of Cllr Baber's details and inclusion of additional articles the report is approved. This was seconded, all agreed and the matter was resolved. Cllr Collins commented on the professionalism and efficiency of Sarah Broadley the Clerk. All the councillors agreed.
Action: Print and distribute
- 12. To review letter regarding toxicity linked to parking outside school and agree course of action** – after discussion it was agreed that the council could do little to resolve the problem. It was noted that in the development of site K1_b it is expected that there will be a new pedestrian route into the school from West Lane which will reduce the problem. The Clerk to write to Mrs Lennard explaining this. Cllr Dougill proposed and this was seconded, all agreed and the matter was resolved.
Action: Clerk to respond to Mrs Lennard
- 13. To review the request for a sign for the shop and agree course of action** – This was the result of a councillor talking to Mr Chudasama in Kemble Stores. After a discussion it was decided that though we are in support of the idea, as it is a commercial enterprise we can't support it with public money. Suggested Mr Chadasama should approach GCC directly for permission to erect a sign.
Action: Cllr Binks to advise Mr Chudasama accordingly
- 14. To approve Neighbourhood Development Plan draft plan consultation questionnaire and associated costs** (£45 printing & £50 delivery) –Cllr Collins proposed approval, this was seconded, all agreed and the matter was resolved.
- 15. To receive report on Great British Spring Clean and agree any associated actions** – after a brief discussion of the event the council thanked Mr Tom Barrow and the volunteers for their hardwork and the success of the clean-up.
- 16. To review agree and adopt:**
- a) **Revised risk assessment** – This was proposed by Cllr Dougill and seconded, all remaining councillors agreed and the matter was resolved.
 - b) **IT replacement Schedule** - This was proposed by Cllr Ball and seconded, all remaining councillors agreed and the matter was resolved.
- 17. To agree spend on the following items:**
- a) **Tree Planting** –
 - i. Cllr Dougill presented a plan for planting legacy trees at the entrance of the villages to replace trees. Cllr Dougill to cost for next meeting. There was a discussion of the impact of Ash Die Back disease on the parish, it is rife in Kemble Wood. Cllr's Ball and Sohrabjee volunteered to do a survey.
 - ii. As an invoice for the extra spending on trees was not available the council felt unable to resolve this issue.
 - b) **Litter Picking equipment £190** – Cllr Silk proposed expenditure and this was seconded, all remaining councillors agreed and the matter was resolved.
- 18. To decide response to new Planning Applications**
none
- 19. Finance matters**
- a) Bank Reconciliation: April 2, 2019 – Proposed Cllr Sohrabjee. This was seconded, all remaining, councillors agreed. Matter resolved.
 - b) Schedule of accounts – Cllr Dougill proposed council approve payments March, 2019 to

April 12, 2019 as per schedule and sign cheques. This was seconded, all remaining, councillors agreed. Matter resolved.

- c) To agree cancellation of cheque 102401 - £140 – Cllr Collins proposed This was seconded, all remaining, councillors agreed. Matter resolved.
- d) To review and approve the full year accounts for 2018 – 19 – Cllr Binks proposed and this was seconded, all remaining, councillors agreed. Matter resolved.

20. Councillor Reports

- a) Highways Update – in addition to discussing the crossing across Windmill Road into the Station car park from the permissive foot path on the playing field Cllr Pettit will discuss signage for the new station car park from the A429 and a quiet lane post for the village end of Washpool Lane.
- b) Police Crime Report/Neighbourhood Watch – Police crime report not recieved. Cllr Dougill reported that in a discussion at a recent WI meeting it was confirmed to her that older residents were already getting help and assistance from neighbours and other members of the community.
- c) Village Appearance – Cllr Ball was thanked for his efforts at tackling brambles on the verge at the west entrance to Ewen
- d) Neighbourhood Development Plan – Cllr Silk reported that the plan was in the process of being produced and that residents had been circulated with details about the consultations.
- e) Playground inspections – latest weekly check report received 7 April 2019. Weekly checks continue to be completed. Cllr Ball reported that Mr Napper had found the missing 'step' on the climbing wall and reaffixed it.
- f) Road Safety – Cllr Binks reported that he had looked into the speed signs at the entrance to Crudwell and will report back at the next meeting.
- g) Youth facilities/plans – Cllr Baber had suggested that the KEPC might ask Vicky Gleed if she would be happy to absorb Kemble Youth Group under the umbrella of Kemble Kids. Cllr Dougill to enquire.
- h) Kemble Community Garden – see 8)
- i) Kemble Airfield – Cllr Sohrabjee reported a complaint on website from a resident of Chelworth. Cllr Sohrabjee contacted the airport who responded quickly but weren't able to help because there wasn't enough detail but also there was no activity of the sort described at the airport at that time. The area over Chelworth is open air space and it has to be remembered that there are quite a few small airfield such as Charlton Park and Oaksey in the area. Cllr Sohrabjee remarked that he was pleased with the airports approach and helpfulness.
- j) Cirencester Light Railway – nothing to report.
- k) Planning Applications - pending & decided - PC noted planning applications pending and decisions reported (as Agenda)

21. Items for Future Agenda

- a) Letter from Anna Cook re vegetation on the permissive path between Kemble and Ewen. There is a need for it to be cleared more frequently. Maintenance of permissive paths to be an item for the next agenda. *Action: Clerk to respond.*
- b) Damage to Verge opposite Cllr Sohrabjee's property. He has repaired the verge several times but it keeps being damaged. On agenda for next meeting.
- c) Yew trees in cemetery and in churchyard. Ask Clerk to check that Tree Maintenance has contacted the CDC about work on the ancient yew in the churchyard. We haven't seen any record of this but it may have been missed. *Action: Clerk to contact CDC.*
- d) Section 15(a) Commons Act 2006 and deposition by the Bathurst Estate. There was a discussion concerning the recent deposition concerning Kemble Farm land under the Commons Act 2006. It was noted that this was a renewal of an existing statement. Guidance had been obtained from the GCC Public Path Order Officer via Cllr Parsons. It was understood that this deposition did not affect existing recorded Green Spaces or footpaths and that it remains possible to record additional items.

Meeting Finished at 9.50

KEMBLE & EWEN PARISH COUNCIL

Bank Reconciliation: Apr 2, 2019



Receipts February 3, 2019 (last reconciliation) – April 2, 2019

Date	From whom received	Particulars	Amount
05/02/2019	NS&I	Interest	6.84
26/02/2019	M Davies	First Aid Contribution (out of Parish)	25.00
26/02/2019	Cowley & Son	Waglan	300.00
02/02/2019	Santander	Interest	1.10
05/02/2019	NS&I	Interest	6.18
21/02/2019	HMRC	Vat Reclaim 1/3/18-28/2/19	2130.91
28/02/2019	M Greaves	Brann - Memorial	200.00
28/02/2019	Slade & Son	Brann - Burial	200.00
02/04/2019	Santander	Interest	1.22

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 06/04/18	£21,933.59
Receipts	£36,895.56
Payments	£29,817.46
New Cash Book balance	£29,011.69

RECONCILIATION TO BANK ACCOUNTS**Bank a/c balances:**

Santander Savings Account 41987930	£4,091.21
Santander Business Account 41987928	£25,091.70
SUB TOTAL	£29,182.91

Adjustments

Income not yet banked	
Unpresented cheques	£171.22
Other	£0.00
Cash Book balance	£29,011.69

Kemble & Ewen Parish Council - YTD Budget Review 2018 / 19

PAYMENTS EX VAT	BUDGET	TOTAL	DIFFERENCE	RECEIPTS	BUDGET	TOTAL	DIFFERENCE
Employees	£5,000.00	£5,013.96	-£13.96	Precept	£20,000.00	£22,850.00	-£2,850.00
Administration	£2,500.00	£2,646.62	-£146.62	Grants	£0.00	£7,722.00	-£7,722.00
Grass Cutting	£7,785.00	£4,400.00	£3,385.00	Agency Services	£900.00	£947.08	-£47.08
Professional Memberships	£500.00	£506.61	-£6.61	Burial Ground Fees	£200.00	£1,496.00	-£1,296.00
Planning	£100.00	£0.00	£100.00	Playing Field	£0.00	£0.00	£0.00
Training	£400.00	£649.00	-£249.00	Treasurers Account Interest	£10.00	£13.27	-£3.27
Road Safety	£1,000.00	£645.40	£354.60	Business Account Interest	£10.00	£0.00	£10.00
Defibrillator	£500.00	£0.00	£500.00	Miscellaneous	£100.00	£0.00	£100.00
Playing Field	£1,000.00	£898.41	£101.59	NS Investment Account	£50.00	£13.03	£36.97
Pedestrian Access Station	£500.00	£0.00	£500.00	NS Bond Interest	£15.00	£74.49	-£59.49
Youth Club	£0.00	£0.00	£0.00	Transfers from NS A/C	£0.00	£0.00	£0.00
Cemetery	£1,000.00	£1,346.00	-£346.00	PC VAT refund	£0.00	£3,792.72	-£3,792.72
Grants	£700.00	£900.00	-£200.00				
Village Enviroment	£1,665.00	£810.97	£854.03				
Thames Path Signage	£300.00	£0.00	£300.00				
Community Gardens	£500.00	£100.00	£400.00				
Neighbourhood Plan	£2,500.00	£5,895.00	-£3,395.00				
Village Web Site	£100.00	£32.89	£67.11				
Neighbourhood Watch	£500.00	£0.00	£500.00				
Publicity	£900.00	£138.00	£762.00				
Ewen Corner Footpath	£1,000.00	£0.00	£1,000.00				
Litter	£500.00	£0.00	£500.00				
1918 Remembered	£1,000.00	£265.95	£734.05				
Digital Archives	£500.00	£0.00	£500.00				
Beehive	£750.00	£252.50	£497.50				
A429 Verge Enhancement	£1,000.00	£445.00	£555.00				
1st Aid Courses	£500.00	£500.00	£0.00				
New Arrivals Brouchure	£500.00	£0.00	£500.00				
Agency Services	£0.00	£0.00	£0.00				
Chairmans Allowance	£100.00	£0.00	£100.00				
Miscellaneous	£100.00	£0.00	£100.00				
Contingencies	£4,000.00	£1,521.00	£2,479.00				
Reserve Cemetery/Playground	£4,000.00	£0.00	£4,000.00				
PAYE	£935.00	£0.00	£935.00				
National Insurance	£0.00	£0.00	£0.00				
TOTAL PC EX VAT	£42,335.00	£26,967.31	£15,367.69	TOTAL (EXCL NS INVEST)	£21,235.00	£36,895.56	-£15,660.56
				OVERALL TOTAL	£21,285.00	£36,908.59	-£15,623.59



KEMBLE & EWEN PARISH COUNCIL

Payment Schedule:

Payments– March 9, 2019 – April 12, 2019

Cheque No.	Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Power to spend	Budget
102442	13/03/2019	Kirkwells Ltd	Preferred Option Consultation	1050.00	210.00	1260.00	Localism Ac 2011, Schedule 9	NDP – Overspend (Contained within grant)
102443	15/03/2019	Landcare Nursery Limited	X5 Replacement trees for A429 Verge	135.00	27.00	162.00	HA 1980 s96	A429 Enhancement - Contained
102444	11/03/2019	The Play Inspection Company	Quarterly Inspection	90.00	18.00	108.00	LG (MP) Act 1976 s.19	Playground - Contained
102445	22/03/2019	Roger Pettit	Reimbursement for Printing of NDP Questionnaire	45.00	9.00	54.00	Localism Ac 2011, Schedule 9	NDP – Overspend (Contained within grant)
102446	01/04/2019	The Society of Local Council Clerks	CiLCA Registration Fee	350.00	0.00	350.00	LGA 1972 s.111	Training - contained
102447	01/04/2019	ICCM	Annual Subscription	95.00	0.00	95.00	LGA 1972 s.143	Professional Membership - Contained
102448	02/04/2019	Robert Acton Product Developments	Litter Picking Equipment	190.00	38.00	228.00	LGA 1972 s.111	Litter - Contained

102449	VOID							
102450	07/04/2019	Kemble Village Hall	Hall Hire (Jan-Mar-2019) & Telephone Charges (Dec-Feb 2019)	168.97	0.00	168.97	LG (FP) A 1963 s.5	Admin - Contained
102451	08/03/2019	Steve Napper	Playground Inspections March 2019	40.00	0.00	40.00	LG(MP)A 1976 s.19	Playground - Contained
102452	VOID							
102453	11/04/2019	HM Revenue & Customs only	NI Contribution	39.08	0.00	39.08	LGA1972 s.112 (2)	Employee - Contained
102454	11/04/2019	Mrs S Broadley	Salary for March 2019 & Reimbursement of expenses	480.02	0.00	480.02	LGA1972 s.112 (2) LG(FP)A 1963 s.5	Employee/Admin - Contained