



Kemble & Ewen Parish Council



Minutes of the Meeting of the Parish Council on Friday 12 July 2019 at 7.30pm in Kemble Village Hall

Sarah Broadley, Parish Clerk

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Present:

Parish Councillors: Roger Pettit, Michael Binks, Carol Dougill, Sohrab Sohrabjee, David Ball & Eric Silk

Clerk: Sarah Broadley

Members of the Public: x3

1. Residents Contributions –

GCC Proposed Parking Scheme: 3 residents were present and commented on the proposed parking scheme. One raised concern that the feedback at the informal session may lead to a failure of achieving a scheme to solve a problem that has been ongoing since 2011. Another registered his unhappiness with the proposed scheme and a third suggested investigating whether a scheme without bays could be looked in to.

Road around drain on A429 near 179 Malmesbury Road: An issue was reported with the road around a drain on the A429 which is damaged again despite at least 2 repairs.

2. Report from District Councillor Tony Berry

Community Activity Support Grants – Applications will be reviewed next week by the Deputy leader of CDC.

Youth Funding – providing youth funding to the benefice run activities in Kemble & Ewen will be looked at in the absence of any other parish youth programme

Road closures – Limes Road 15-19 July for installation of water service.

Light Railway – two feasibility studies will be required. The first is now funded and will look at the engineering practicality. The second is larger and looks at the business case and funding. The Royal Agricultural College, Cirencester College, St James Place & Bathurst estate are supportive of these studies. An ability to include a walk/cycle path is being looked at.

District Council Meeting – a climate change emergency was declared.

3. Apologies for Absence – Cllr Napper & Cllr Collins

4. Declarations of interest – Item 12: Cllr Binks – other interest. No action required.

5. Minutes of the extraordinary meeting of the Parish Council held on 12 June 2019 – The minutes were approved and signed as an accurate record. This was proposed, seconded and all councillors voted to agree and the **matter was resolved**.

6. Minutes of the meeting of the Parish Council held on 14 June 2019 – The minutes were approved and signed as an accurate record. This was proposed, seconded and all councillors voted to agree and the **matter was resolved**.

7. Matters arising from previous meetings:

a) Update on cemetery site (GC) – nothing to report

b) Sports Grant for changing rooms on the football field (PR) – nothing to report

c) Land at Windmill Road & Clayfurlong Grove (RP) – nothing to report

d) Road crossing & footpath extension into railway station car park (RP) – ongoing. Awaiting quote from Highways.

e) Village Archive Display at Kemble Station (RP) – awaiting further information from GWR

8. To retrospectively approve grant application to cover remaining NDP work – it was proposed to approve the return of the unused grant (£1127) and application for a grant for

£3648 from Groundwork UK for the remaining work required. This was seconded, all remaining councillors agreed and the **matter was resolved**.

9. **To approve grant application to Cotswold District Council for funding towards Kemble Kids activities and approve spend for Kemble Kids (up to £500)** - it was proposed to approve the spend of up to £500 for the Kemble Kids activities and to apply for 50% funding (£250) for this project from Cotswold District Council through the Community Activity Support Grant. This was seconded, all remaining councillors agreed and the **matter was resolved**.
10. **To review and agree next steps for taking a long lease on the Kemble Green Triangle from Bathurst Estates** – it was proposed to respond to advise that the Parish Council have concerns regarding a full repairing lease including the trees and beehive. This was seconded, all remaining councillors agreed and the **matter was resolved**.
11. **To agree actions required for annual asset inspection** – It was proposed that Cllr Binks & Cllr Dougill will complete a walkaround and visual inspection of all assets as detailed on the asset register. This was seconded, all remaining councillors agreed and the **matter was resolved**.
12. **To review quotes and agree next steps on village hall valuation** – From three quotes requested, two were received and reviewed. It was proposed to accept the quote from Thomson & Partners LLP for a Reinstatement Value for insurance purposes at a cost of £450 plus VAT. This was seconded, all remaining councillors agreed and the **matter was resolved**.
Action: Clerk to arrange.
13. **To review quotes and agree next steps on Kemble-Ewen footpath link:** Clerk was unable to source 3 quotes. Two potential contactors were identified but one did not reply. It was proposed to accept the quote from Keith Harrison for the pipe ditch option at £2400. This was seconded, all remaining councillors agreed and the **matter was resolved**.
14. **To review and agree actions required to make the website accessible** - It was proposed to set up a unique URL for Kemble & Ewen Parish Council website and hosting at a cost of £17-18 per month. The Parish Council will work to ensure the village website remains viable. This was seconded, all remaining councillors agreed and the **matter was resolved**.
15. **To review and agree actions for commemoration of 30years' service at the Post Office** – Clerk to look at possible options and report back at next meeting. Item adjourned to next meeting.
16. **To review and agree actions required regarding KEPC becoming an official sponsor of Kemble Light Railway** – It was proposed that the Parish Council can be stated as supportive of the feasibility studies being carried out. No financial contribution has been agreed. This was seconded all remaining councillors agreed and the **matter was resolved**.
17. **To receive applications for Councillor vacancy and agree next steps** – It was proposed that all candidates are invited to meet with the Parish Council to discuss their applications (in September to avoid the holiday season) and that co-option is made at the following Parish Council meeting. This was seconded, all remaining councillors agreed and the **matter was resolved**.
Action: Clerk to inform candidates
18. **To agree actions required to repair stuck lock on the middle noticeboard** Cllr Ball will take a look to see what actions are required and report back.
19. **To receive annual bench report and agree actions required** - It was proposed to accept the report of no damage/graffiti. Benches to be inspected for aesthetic appearance as part asset inspection. This was seconded, all remaining councillors agreed and the **matter was resolved**.
20. **To agree spend on the following:**
 - a) To include strimming at playing field and along Ewen road & tree trimming in the previously agreed spend from June-19 Items 12 & 13
 - b) An additional £26 for the Application to CDC for the Yew Tree works at Kemble Church (previous approved Feb-2019 Item 10)
 - c) Emergency Repair to Zip Wire - £375 + VAT
 - d) An additional £16.20 to cover mileage for the internal Audit (previous approved Feb-19 Item 19c)
 - e) Rent for Playing Field 10/7/19 – 9/7/20 - £50
 - f) Repainting of Telephone Box at Kemble Wick - £91 including materials

It was proposed to approve spend items a) – f). This was seconded, all remaining councillors agreed and the **matter was resolved**.

21. To review and agree the following:

- a) Disciplinary procedure
- b) Data Retention Policy
- c) Grant Awarding Policy
- d) Health & Safety Policy

It was proposed to approve and adopt these policies. This was seconded, all remaining councillors agreed and the **matter was resolved**.

22. To decide response to new Planning Applications:

- a) 19/01324/FUL | Erection of single storey extension | 3 West Hay Grove Kemble – new details. It was proposed that the Parish Council have no objection to this application. However, although not a planning issue, the parish council believe that the proposed development is in breach of a restrictive covenant on the property. This was seconded, all remaining councillors agreed and the **matter was resolved**.
- b) 19/02454/OPANOT | Notification under Town and Country Planning (General Permitted Development) (England) Order 2015 Schedule 2, Part 3, Class R for change of use of agricultural building to Class B8 (storage) | Field Barn Farm Station Road Kemble. It was proposed that the Parish Council have no objection to this application. This was seconded, all remaining councillors agreed and the **matter was resolved**.

Action: Clerk to respond via Planning Portal

23. Financial Matters

- a) To review and approve Bank Reconciliation: July 2, 2019 – It was proposed to agree and accept the bank reconciliation. This was seconded, all remaining, councillors agreed and the **matter was resolved**.
- b) To review and approve payments June 15, 2019 to July 12, 2019 and sign cheques. It was proposed the council approve payments. This was seconded, all remaining, councillors agreed and the **matter was resolved**.
- c) To agree to raise invoice to GCC for grass cutting as per their purchase order for £922.08 – it was proposed to raise this invoice. This was seconded, all remaining councillors agreed and the **matter was resolved**.

24. Councillor Reports/Items to Note

- a) Highways – GCC would like a tree inventory and copy of the Parish Council's Public Liability for the trees planted on the verges.
- b) Police crime report/Neighbourhood Watch – no report available
- c) Village Appearance – An appraisal will be carried out over the summer
- d) Neighbourhood Development Plan – the consultation is ongoing
- e) Playground Inspections – zip wire currently out of order awaiting repair.
- f) Road Safety – a speedwatch took place in Kemble this last month
- g) Youth facilities/plans – see item 9
- h) Kemble Community Gardens – nothing to report
- i) Kemble Airfield – complaints were received regarding aircraft noise which have been followed up with airport
- j) Cirencester Light Railway – see Item 2 & Item 16

25. Items for Future Agenda

- a) Breach of covenant in West Hay Grove
- b) Environmental Issues – recycling & wild flowers
- c) Agreement on verge tree maintenance and responsibility
- d) Parking Scheme

Meeting Finished at 11pm

KEMBLE & EWEN PARISH COUNCIL

Bank Reconciliation: July 2, 2019



Receipts May 3, 2019 – June 2, 2019

Date	From whom received	Particulars	Amount
05/06/2019	NS&I	Interest	6.84
17/06/2019	Commonwealth War Graves	War Graves	56.00
29/06/2019	Groundwork UK	NDP Grant	3648.00
02/07/2019	Santander	Interest	1.18

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 06/04/19	£29,011.69
Receipts	£21,404.10
Payments	£7,361.11
New Cash Book balance	£43,054.68

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

Santander Savings Account 41987930	£4,094.79
Santander Business Account 41987928	£40,601.49
SUB TOTAL	£44,696.28

Adjustments

Income not yet banked	
Unpresented cheques	£1,641.60
Other	£0.00
Cash Book balance	£43,054.68



KEMBLE & EWEN PARISH COUNCIL

Payment Schedule:

Payments–June 15, 2019 – July 12, 2019

Cheque No.	Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Power to spend	Budget
102468	28/06/2018	Keith Harrison	Cemetery Tree trimming	170.00	0.00	170.00	LGA 1972 s.214(6)	Cemetery - Contained
102469	4/7/19	Keith Harrison	Tree Planting on A429 & Strimming	460.00	0.00	460.00	Highways Act 1980, ss.43, 50	Village Environment - Contained
102470	27/06/2019	Cotswold District Council	Renewal Lease for Land at Station Road – Rent	50.00	0.00	50.00	Small Holding & Allotments Act 1908, s.23	Admin - Contained
102471	02/07/2019	Peter Measures	Mowing @ Cemetery	630.00	0.00	630.00	Open Spaces Act 1906, s.9 & 10	Cemetery - Contained
102472	04/07/2019	GAPTC	Internal Audit Fee	206.20	0.00	206.20	LGA 1972 s.111	Admin - Contained
102473	25/06/2019	Tree Maintenance Ltd	Yew Tree works @ Kemble Church	601.12	120.22	721.34	Open Spaces Act 1906, s.9 & 10	Cemetery - Contained
102474	04/07/2019	Mrs S Broadley	Salary for June 2019 & Reimbursement of expenses	464.43	0.00	464.43	LGA1972 s.112 (2) LG(FP)A 1963 s.5	Employee - Contained

102475	02/07/2019	Kemble Farms Ltd	Rent for Playing Field 10/07/2019 – 09/07/2020	50.00	0.00	50.00	LG (MP) Act s.19	Playing Field - Contained
012476	12/07/2019	Steve Napper	Playground Inspections & Painting of Kemble Wick Telephone Box	124.17	1.83	126.00	Open Spaces Act 1906, s.9 & 10	Playing Field - Contained