



Kemble & Ewen Parish Council

Minutes of the Meeting of the Parish Council on Friday 14 June 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, Lester Napper, Sohrab Sohrabjee, George Collins, David Ball & Eric Silk

Clerk: Sarah Broadley

Members of the Public: None

1. **Residents Contributions** - None
2. **Report from District Councillor Tony Berry**
 - Limes Road – will be closed for water main works 15 – 19 July 2019.
 - Planning – enforcement are looking into Bittenham Springs to ensure it complies with approved application
 - Light Railway Feasibility Study – a quote has been obtained for the preliminary study.
3. **Apologies for Absence** – None
4. **Declarations of interest** – Item 15: Cllr Binks – other interest. Item 12h: Cllr Napper – other interest.
5. **Minutes of the Annual meeting of the Parish Council held on 17 May 2019** –The minutes were approved and signed as an accurate record. All councillors agreed and the **matter was resolved**.
6. **Minutes of the Annual Parish meeting held on 10 May 2019** –The minutes were approved and signed as an accurate record. All councillors agreed 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) Consultation for Kemble Parking Scheme (RP) – see minutes of meeting 12June2019
 - d) Land at Windmill Road & Clayfurlong Grove (RP) – nothing to report
 - e) Permissive Path between Kemble & Ewen (RP) – quote received. Additional quotes to be sought for decision regarding next steps at next meeting.
 - f) Road crossing & footpath extension into railway station car park (RP) – ongoing. Awaiting quote from Highways.
8. **To agree licence for Kemble Village Triangle from Bathurst Estate** – it was proposed to accept and sign the licence and approve the fee of £1. This was seconded, all remaining councillors agreed and the **matter was resolved**.
9. **To agree Lease for Land at Station Road, Kemble from Cotswold District Council** - it was proposed to accept and sign the lease and approve annual rent of £50. This was seconded, all remaining councillors agreed and the **matter was resolved**.
10. **To agree advertising of councillor vacancy with a view to co-opting a 9th member** – it was proposed to advertise for interested candidates. This was seconded, the majority agreed (1 abstention) and the **matter was resolved**.
Action: Clerk to place advertisement on noticeboard and website
11. **To receive quarterly inspection report for Windmill Road play area and agree any actions required** – Two items were noted as moderate risk: a damaged stepping stone & the timber on the toddler multiplay frame. Following Cllr inspection, it was proposed to remove the damaged

stepping stone and as per the advice from the inspection continue to monitor the toddler frame through the weekly checks. The frame has been pushed and pulled by a strong man and there was no movement observed. This was seconded, all remaining councillors agreed and the **matter was resolved**.

12. To review and agree actions required to tidy the area recently exposed by the reshaping of the yew trees in the cemetery- it was proposed to arrange tidy up of this area at a cost of up to £500. This was seconded, all remaining councillors agreed and the **matter was resolved**.
Action: Clerk to obtain quote(s) and arrange works.

13. To review and agree the legacy tree planting requirements and associated cost: The tree planting plan was circulated and it was proposed to use small trees to complete these works over 3 years with planting in the Autumn. 18 trees will be planted in 2019 along Washpool Lane and the road between Kemble and Ewen. The cost will be £360 for the trees plus up to £500 for planting. This was seconded, all remaining councillors agreed and the **matter was resolved**.

14. To review and agree the request to underwrite the maintenance of the new trees on Windmill Road between the railway bridge and Tetbury Road. It was proposed to agree to this as the farm intend to maintain the trees however Highways require the Parish Council to take responsibility for their maintenance. This was seconded, all remaining councillors agreed and the **matter was resolved**.

15. To review and agree asset register valuations and agree any actions required regarding valuation of the village hall: The Village hall committee have identified a need for a rebuild valuation report and have obtained two quotes. It was proposed to obtain a third quote and agree to pay up to £500 for this procedure. This was seconded, all remaining councillors agreed and the **matter was resolved**.
Action: Clerk to arrange collation of quotes.

16. To review the quotes and agree the actions required to replace the Kemble sign that was damaged on the entry to the village from Ewen. The two quotes received were reviewed and it was proposed to accept the quote from JACS for both supply and installation of the sign at a total cost of £374. The replacement sign is to be located where the original sign was. This was seconded, all remaining councillors agreed and the **matter was resolved**.
Action: Clerk to instruct contractor

17. To review and agree action required for replacement quiet lane sign: It was proposed that the Parish Council source and replace the sign up to a cost of £500. This was seconded, all remaining councillors agreed and the **matter was resolved**.

18. To review requirements and agree actions required to make the website accessible. It was proposed that Adobe Acrobat DC Pro is purchased at a cost of £15 per month to ensure pdf documents are accessible and that investigations are made into have a dedicated Parish Council URL. This was seconded, all agreed and the **matter was resolved**.
Action: Investigate options/costs

19. To review, agree and adopt the Disciplinary Procedure & Publication Scheme. It was proposed to adopt the Publication Scheme. The Disciplinary scheme to is to be adjourned to the next meeting. This was seconded, all remaining councillors agreed and the **matter was resolved**.

20. To agree spend on the following:

a) **Additional space on first aid training course – £25** It was proposed to approve this spend. This was seconded, all remaining councillors agreed and the **matter was resolved**.

21. To decide response to new Planning Applications:

a) 19/01759/FUL | Erection of a single storey side extension, loft conversion with 5No. rooflights and rear facing dormer window | Barradale Old Vicarage Lane 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

22. Financial Matters

a) To review and approve Bank Reconciliation: June 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 May 17, 2019 to June 14, 2019 and sign cheques. It was

proposed the council approve payments, including the overspend vs budget on First Aid which will be covered by contingencies, and sign cheques. This was seconded, all remaining, councillors agreed and the **matter was resolved**.

- c) To review and approve spend vs budget year to date –it was proposed to approve spend vs budget. This was seconded, all remaining councillors agreed and the **matter was resolved**.

23. Councillor Reports/Items to Note

- a) Highways – the drains at Smerrills have now been cleared.
- b) Police crime report/Neighbourhood Watch – no report available due to PCSO annual leave
- c) Village Appearance – see item 13/14
- d) Neighbourhood Development Plan – The underspend of £1127 from the 2018/19 grant is to be returned to Groundwork UK and a new application is to be made for a grant to cover the remaining work to be carried out in 2019/20. In preparation for the Community Infrastructure Levy the Parish Council will need to prepare a list of potential projects.
- e) Playground Inspections –see item 11
- f) Road Safety – Cllr Silk has established contact with a Parish in the Forest of Dean that are doing a project looking at road safety ideas
- g) Youth facilities/plans – Victoria is looking at running Kemble Kids activities again in the summer
- h) Kemble Community Gardens – Cllr Napper reported that a group of residents have contacted the new leader of CDC regarding the future of KCG as a green space
- i) Kemble Airfield – details about the consultation are available on the website and displayed at the village shop
- j) Cirencester Light Railway – see Item 2
- k) Village Archives – awaiting details from GWR

24. Items for Future Agenda

- a) Long term lease of Triangle from Kemble Farms
- b) Grant application for Kemble Kids
- c) Review quotes for Kemble/Ewen Footpath extension
- d) Review request to be sponsor of the Kemble Light Railway
- e) Cam has operated to Post Office for 30 years - ideas for commemoration.

Meeting Finished at 10.40

KEMBLE & EWEN PARISH COUNCIL

Bank Reconciliation: June 2, 2019



Receipts May 3, 2019 – June 2, 2019

Date	From whom received	Particulars	Amount
05/05/2019	NS&I	Interest	6.62
02/06/2019	Santander	Interest	1.22

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 06/04/19	£29,011.69
Receipts	£17,692.08
Payments	£4,578.30
New Cash Book balance	£42,125.47

RECONCILIATION TO BANK ACCOUNTS

Bank a/c balances:

Santander Savings Account 41987930	£4,093.61
Santander Business Account 41987928	£38,475.46
SUB TOTAL	£42,569.07

Adjustments

Income not yet banked	
Unpresented cheques	£443.60
Other	£0.00
Cash Book balance	£42,125.47



KEMBLE & EWEN PARISH COUNCIL

Payment Schedule:

Payments–May 17, 2019 – June 14, 2019

Cheque No.	Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Power to spend	Budget
102461	20/05/2019	Kemble Farms Ltd	Rent for Lease of Triangle	1.00	0.00	1.00	LGA1972 s.112	Admin - Contained
102462	17/05/2019	The Play Inspection Company	Quarterly Inspection Report – Windmill Road	90.00	18.00	108.00	LG (MP) Act s.19	Playing Field - Contained
102463	02/06/2019	D R Howse Services Ltd	Invoice 831 – Grass cuts x 2	880.00	176.00	1056.00	Public Health Act 1936 s164	Grass Cutting - Contained
102464	13/06/2019	Mrs S Broadley	Salary for May 2019 & Reimbursement of expenses	420.81	0.00	420.81	LGA1972 s.112 (2) LG(FP)A 1963 s.5	Employee - Contained
102465	30/05/2019	Groundwork UK	Return of unspent NDP grant from 2018-19	1127.00	0.00	1127.00	Localism Act 2011, Schedule 9	NDP - Contained
102466	13/06/2019	Steve Napper	Playground Inspections x4	40.00	0.00	40.00	LG (MP) Act s.19	Playing Field - Contained
102467	13/06/2019	St John Ambulance	Community First Aid Training – extra space x1	25.00	5.00	30.00	LGA 1972 s 137	First Aid - Overspend