



Kemble & Ewen Parish Council



Minutes of the Annual Meeting of the Parish Council on Friday 15 May 2020 at 7.30pm via Zoom

Sarah Broadley, Parish Clerk

Email: kpcclerk@kemble.co.uk

Tel: 01285 770758

Present:

Parish Councillors: Roger Pettit, Michael Binks, Daniel Demain, George Collins, David Ball, Eric Silk & Lester Napper

District Councillor: Tony Berry

Members of the Public: none

- 20.1. To elect the Chairman of the Parish Council** – It was proposed that Roger Pettit be elected as Chairman, this was seconded all remaining councillors agreed and **the matter was resolved**. Roger gave a verbal declaration of acceptance of office and will sign the paperwork once physical meetings resume.
- 20.2. To elect the Vice-Chairman of the Parish Council** – It was proposed that David Ball be elected as Vice-Chairman, this was seconded all remaining councillors agreed and **the matter was resolved**. David gave a verbal declaration of acceptance of office and will sign the paperwork once physical meetings resume.
- 20.3. To hear any contributions from Residents** - None
- 20.4. Report from District Councillor Tony Berry**
Council Meetings: Likely to be resumed in June via Webex.
CDC Budget: Likely to be reviewed in light of COVID-19 response
Cycle Lanes: Government are looking to implement these
Light Railway: Results of the 1st feasibility study are due shortly
- 20.5. Apologies for Absence** – Sohrab Sorabjee
- 20.6. Declarations of interest** – None
- 20.7. To approve Minutes of the Parish Council meeting held on 17 April 2020** – It was proposed to approve the minutes as an accurate record. This was seconded, all councillors voted to agree and **the matter was resolved**. Minutes will be signed when physical meetings resume.
- 20.8. To review committees, terms of reference and delegation** – It was proposed to approve the terms of reference for the planning committee and to look into introducing a staffing committee. This was seconded, all remaining councillors agreed and **the matter was resolved**.
- 20.9. To agree dates for meeting until May 2021** – meeting dates to December 2020 are already approved. It was proposed to meet on the following dates in 2021: Jan 8, 2021, Feb 12. 2021, Mar 12, 2021, April 9, 2021, May 7 2021 – Annual Parish Mtg, May 14 2021- Annual Mtg of Parish Council. This was seconded, all remaining councillors agreed and **the matter was resolved**.
- 20.10. To review and approve annual subscriptions and regular payments for 2020/21 as follows:**
- ICCM - £100 (for 2021-22 – due March 2021)
 - GAPTC - £250pa
 - SLCC - £109pa
 - ICO - £35pa
 - Clerk – Monthly salary plus expenses up to £50 per month

- f) Kemble Village Hall – monthly rent and telephone charges up to £50 per month
- g) Lease for Playing Field - £50 per annum, Kemble Triangle - £1 per annum & Kemble Community Garden – up to £100 per annum

It was proposed to approve these payments but noted that the Community Garden rent should be significantly less this year. This was seconded, all councillors voted to agree and the **matter was resolved**.

20.11. To review and approve the following documentation:

- a) Standing Orders
- b) Financial Regulations
- c) Complaints Policy
- d) Asset register (with adequate insurance in place)
- e) Publication Scheme
- f) Data Retention Scheme

It was proposed to approve these documents with amendment to the asset register to remove the village hall value (as the parish council the custodian trustee of the deeds) and add the new laptop. This was seconded, all councillors voted to agree and the **matter was resolved**

20.12. To agree actions required to support residents in the community in response to COVID –

The Parish Council continues to support the volunteer group supporting residents. It was proposed to publish the annual report online only this year as door to door delivery is not appropriate currently. This was seconded, all councillors voted to agree and the **matter was resolved**.

20.13. To receive internal audit report for 2019-20 and agree any actions required. The report was received and noted.

20.14. To approve clerk annual salary increase from SCP 11 to SCP 12 in line with contract. It was proposed approve the increase. This was seconded, all councillors voted to agree and the **matter was resolved**.

20.15. To agree actions required for repair of Parkers Bridge. It was proposed to investigate whether any funding or assistance is available from GCC, Thames Path or Kemble Farms with the repair of the bridge and review options at the next meeting.

20.16. To approve the following spend:

- a) Review quotes and agree spend for cleaning of playground
Two quotes were received by the clerk. Skyline Softwash - £400 + VAT, Jettaclean - £465. It was proposed to accept the quote from Jettaclean. This was seconded, all councillors voted to agree and the **matter was resolved**.
- b) Cloud storage to back up Parish Council Laptop. It was proposed to approve spend of £7.50+VAT per month for One Drive storage (to be reimbursed to the clerk). This was seconded, all councillors voted to agree and the **matter was resolved**.
- c) Adobe Pro DC annual subscription. It was proposed to approve spend of £150.92 (to be reimbursed to the clerk). This was seconded, all councillors voted to agree and the **matter was resolved**

20.17. To decide response/ ratify decision reported to New Planning Applications:

- a) *20/00922/FUL | Single storey rear/side extension | Washpool House Washpool Lane Kemble.* Following email collated responses the Parish Council reported it had no objection to this application.
- b) *20/01357/FUL | Erection of porch and insertion of 5 rooflights to front | Jackaments Barn Kemble -* Following email collated responses the Parish Council reported it had no objection to this application
- c) *20/00833/FUL | Erection of 15 dwellings and associated garages, car ports and car parking together with one new vehicular access point, pedestrian and cycle access points, landscaping and ancillary development | Land North East Of Clayfurlong Grove Kemble.* It was proposed to respond with the following comment: whilst it is generally supportive of the design and layout it would like to make the following comments: 1. The Parish Council support the landscape officers feedback regarding the northern boundary and agree with

the necessity for some planting of a native hedgerow and trees along the edge of the site. It also feels additional screening is required on the NE boundary (behind Plot 9) . 2. The Parish Council feel that the use of the house and garage of Plot 9 as the boundary may not be a suitable boundary for livestock and suggest maintenance strip between the property and field boundary. 3. The extensive proposed gravel surfaces (particularly for access to unit 5 and the garaging of Unit 4) is not sympathetic to the accessible needs of those with mobility issues perhaps requiring a wheelchair for example. This was seconded, all councillors voted to agree and the **matter was resolved**.

- d) *20/01432/FUL | Single storey extension to side and external alterations | Lodge Cottage Lodge Yard West Lane Kemble*. Following email collated responses the Parish Council reported it had no objection to this application.

20.18. Financial Matters

- a) **To review and approve the bank reconciliation at May 4, 2020** | - It was proposed to agree and accept the bank reconciliation. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- b) **To review and approve payments April 18, 2020 – May 15, 2020 and sign cheques** - It was proposed to agree and accept payments. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- c) **To review and approve S137 spend 2019-20 full year** – It was proposed to approve the S137 spend. This was seconded, all remaining councillors voted to agree and the **matter was resolved**
- d) To review and approve Annual Governance Statement 2019-20 – It was proposed to approve the Annual Governance Statement. This was seconded, all remaining councillors voted to agree and the **matter was resolved**
- e) To review and approve Annual Accounting Statement 2019-20 – It was proposed to approve the Annual Accounting Statement. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

20.19. Councillor Reports/Items to Note

- a) Highways –it was noted the pelican crossing is intermittent in its functioning
- b) Police crime report/Neighbourhood Watch –nothing to report
- c) Village Appearance – style entry to playing field needs attention
- d) Neighbourhood Development Plan – currently on hold at CDC
- e) Playground Inspections – on hold as playground closed in line with government advice
- f) Road Safety – nothing to report
- g) Youth facilities/plans – nothing to report
- h) Kemble Community Gardens – nothing to report
- i) Kemble Airfield – nothing to report
- j) Cirencester Light Railway – see Tony Berry report in item 20.4
- k) Planning items were noted as per the agenda.

20.20. Items for future agenda/ongoing projects beyond the scope of this meeting

- a) Sports grant for changing rooms on the football field - RP
- b) Land at Windmill Road & Clayfurlong Grove – RP
- c) Road crossing & footpath extension into railway station car park - RP
- d) Village Archive Display at Kemble Station – RP
- e) Resident Parking Scheme – RP
- f) West Lane Footway – RP
- g) Wildflower verges - RP
- h) Playground annual inspections
- i) Responsibility for trees in verges
- j) Seating in the bus shelter

Meeting Finished at 20:50

Chairman Signature: _____ Date: _____

Chairman Initials: _____ Date: _____

KEMBLE & EWEN PARISH COUNCIL

Bank Reconciliation: May 2, 2020



Receipts March 3, 2020 – April 2, 2020

Date	From whom received	Particulars	Amount
06/04/2020	NS&I	Interest	6.84
17/04/2020	Cotswold District Council	Precept – Payment 1	19324.00
02/05/2020	Santander	Interest	1.18

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 05/04/20	£27,139.88
Receipts	£19,332.02
Payments	£1,419.15
New Cash Book balance	£45,052.75

RECONCILIATION TO BANK ACCOUNTS

Bank a/c balances:

Santander Savings Account 41987930	£4,106.79
Santander Business Account 41987928	£41,472.11
SUB TOTAL	£45,578.90

Adjustments

Income not yet banked	£0.00
Unpresented cheques	£526.15
Other	£0.00
Cash Book balance	£45,052.75

Signature _____ Date: _____

Internal Control: Quarterly Cross Check of Bank a/c Balances to Statements (May2020)

Signature _____ Date: _____



KEMBLE & EWEN PARISH COUNCIL

Payment Schedule:

Payments–April 18, 2020 – May 15, 2020

Cheque No.	Invoice Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Authorisation Minute Reference	Budget
Direct Debit	n/a	ICO	Annual Subscription Fee	35.00	0.00	35.00	19.181c	Professional Membership - Contained
102541	15/05/2020	Mrs S Broadley	Salary & Expenses April 2020	437.00	0.00	437.00	20.10e	Employee – Contained
102542	06/05/2020	GAPTC	Internal Audit Fee	195.00	0.00	195.00	20.10b	Admin - Contained
102543	08/05/2020	Mrs P Ayres	Reimbursement of costs incurred relating to cancelled VE Day celebrations	35.00	0.00	35.00	19.164	VE Day - Contained
102544	08/05/2020	The Royal British Legion Poppy Appeal	Wreath for laying at War Memorial for VE Day	20.00	0.00	20.00	19.164	VE Day - Contained
102545	01/06/2020	SLCC	Annual Subscription 2020/21	109.00	0.00	109.00	20.10c	Professional Membership - Contained
102546	10/05/2020	DR Howse Services Ltd	X3 Grass cuts in April	1320.00	264.00	1584.00	19.248c	Grass Cutting - Contained

102547	08/05/2020	Mrs S Broadley	Reimbursement for Adobe Acrobat Pro DC	150.92	0.00	150.92	20.16c	Admin - Contained
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Chairman Signature: _____ Date: _____

2nd Cheque Signatory: _____ Date: _____