



Kemble & Ewen Parish Council



Minutes of the Annual Meeting of the Parish Council on Friday 17 May 2019 at 7.30pm in Kemble Village Hall

Lester Napper, Parish Councillor

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Present:

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

Members of the Public: None

- 1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**
Roger Pettit was proposed, seconded and unanimously elected. Declaration of Acceptance of Office was signed. **Matter resolved.**
- 2. To elect the Vice Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.**
David Ball was proposed, seconded and unanimously elected. Declaration of Acceptance of Office was signed. **Matter resolved.**
- 3. Residents Contributions - None**
- 4. Apologies for Absence – Sarah Broadley, Clerk.**
- 5. Declarations of interest – LN for 9b – other interest, MB for 8c – other interest.**
- 6. Minutes of the meeting held on 12 April 2019 –**The minutes were approved and signed as an accurate record. All councillors agreed and the **matter was resolved.**
- 7. To allocate councillor duties for 2019-20**
The following amendments to the duties were proposed: Highways – Roger Pettit, Internal Financial Controls – Carol Dougill, Railway & Thames Canal – Lester Napper & Roger Pettit, Youth – vacant. This was seconded, all remaining councillors agreed and the **matter was resolved.**
Action: Clerk to publish list of duties & investigate process for filling councillor vacancy.
- 8. To review and agree council's subscriptions and ongoing costs:**
 - a) It was proposed to agree the following annual subscriptions: ICCM (£95 pa), GAPTC (£200pa), SLCC (£106pa), ICO (£35pa). This was seconded, all remaining councillors agreed and the **matter was resolved.**
 - b) It was proposed to agree to pay for the parish telephone line and call forwarding service (up to £30 per month). This was seconded, all remaining councillors agreed and the **matter was resolved.**
 - c) It was proposed to agree to make a contribution to the running costs of the village hall for monthly meetings (£24 per meeting). This was seconded, all remaining councillors agreed and the **matter was resolved.**
- 9. To review and agree salaries and regular payments:**
 - a) It was proposed to increase the clerk salary in line with employment contract and NALC published pay scales. This was seconded, all remaining councillors agreed and the **matter was resolved.**
 - b) It was proposed to continue to pay £10 per playground inspection to be carried out weekly. This was seconded, all remaining councillors agreed and the **matter was resolved.**
Action: Clerk appraisal to be carried out & clerk to investigate whether councillors can be paid expenses.

10. To review and agree the following policies a) Complaints Procedure b) Audio Visual Policy c) Equality & Diversity Policy d) Dignity at Work Policy e) Disciplinary & Grievance Policy f) Privacy Notice: General & g) Privacy Notice: Staff. Following review it was proposed to adopt policies a, b, c, d, f, & g. Policy e to be updated following the Ledbury case This was seconded, all remaining councillors agreed and the **matter was resolved.**

Action: Clerk to update Disciplinary and Grievance Policy. CD offered to help

11. To agree lease of space at Kemble Railway Station from GWR for storage and display of parish memorabilia: It was proposed to agree in principle subject to further information on cost, terms and planning issues since the building is a grade 2 listed structure. This was seconded, all remaining councillors agreed and the **matter was resolved.**

Action: Clerk to research this and get the information for a future meeting.

12. To agree the draft lease for land at Station Road, known as Kemble Community Gardens, from Cotswold District Council. It was proposed to agree to the draft lease. This was seconded, all remaining councillors agreed and the **matter was resolved.**

Action: Clerk to confirm with CDC.

13. To agree meeting dates to May 2020: Dates are currently published to year end. It was proposed to hold meetings on the second Friday of each month in January, February, March & April 2020 (avoiding the April Bank Holiday). This was seconded, all remaining councillors agreed and the **matter was resolved.**

Action: Clerk to circulate & publish the dates.

14. To decide response to new Planning Applications:

a) 19/01324/FUL FUL I Erection of single storey extension I 3 West Hay Grove Kemble. It was proposed to object to this application as the design and visual appearance are not in keeping with the rest of the street. The Parish Council also believe there is a restrictive covenant to prevent such development at the front of the property. This was seconded, all remaining councillors agreed and the **matter was resolved.**

b) 19/01299/LBC I External and internal alterations, including replacement entrance doors etc I The Brook House Brookside Ewen. 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

15. Financial Matters

a) To review and approve Bank Reconciliation: April 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 April 13, 2019 to May 16, 2019 and sign cheques. It was proposed the council approve payments (subject to correction of error on summary sheet) as and sign cheques. This was seconded, all remaining, councillors agreed and the **matter was resolved.**

c) To approve and sign the Annual Governance Statement 2018/19– It was proposed to approve the Annual Governance Statement 2018/19. This was seconded, all remaining, councillors agreed and the **matter was resolved.**

d) To approve and sign the Accounting Statement 2018/19– It was proposed to approve the Accounting Statement 2018/19. This was seconded, all remaining, councillors agreed and the **matter was resolved.**

e) To receive and approve the Internal Audit Report 2018/19 – It was proposed to accept the Internal Audit Report 2018/19. This was seconded, all remaining, councillors agreed and the **matter was resolved.**

f) To review and approve spend 2018/19 under Section 137 – It was proposed to approve the spend under Section 137. This was seconded, all remaining councillors agreed and the **matter was resolved.**

g) To review and approve the asset register and confirm adequate insurance is in place – after discussion especially with reference to the Village Hall it was proposed to approve the asset register and insurance. This was seconded, all remaining councillors agreed and the **matter was resolved.**

16. Items to Note

- a) Reference Meeting 12 April 2019 Item_13. Mr Chudasama was seeking guidance on how to arrange getting a sign and not funding. Item noted.
- b) Planning items noted as agenda
- c) ES is completing a survey regarding speed watch activities for a research project

17. Items for Future Agenda

- a) Market values on asset register
- b) Village Parking Scheme – RP to arrange a meeting with GCC to understand current position as there has been no movement since 2017 and the recently received documents don't appear to reflect the input from the last consultation.
- c) Clearance of area under yew trees in cemetery
- d) Tree planting
- e) Lease for Kemble Triangle

Meeting Finished at 9.50

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Bank Reconciliation: May 2, 2019



Receipts April 3, 2019 – May 2, 2019

Date	From whom received	Particulars	Amount
05/02/2019	NS&I	Interest	6.84
25/04/2019	CDC	Precept Instalment 1	17675.00
02/04/2019	Santander	Interest	1.18

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 06/04/19	£29,011.69
Receipts	£17,684.24
Payments	£1,401.07
New Cash Book balance	£45,294.86

RECONCILIATION TO BANK ACCOUNTS

Bank a/c balances:

Santander Savings Account 41987930	£4,092.39
Santander Business Account 41987928	£41,438.47
SUB TOTAL	£45,530.86

Adjustments

Income not yet banked	
Unpresented cheques	£236.00
Other	£0.00
Cash Book balance	£45,294.86

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Payment Schedule:
Payments–April 13, 2019 – May 17, 2019



Cheque No.	Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Power to spend	Budget
102455	12/05/2019	Martin Kingston	Reimbursement for Printing of NDP Questionnaire	378.00	57.60	435.60	Localism Ac 2011, Schedule 9	NDP – Contained within grant
102456	06/05/2019	DR Howse Services Ltd	3x Grass cuts	1320.00	264.00	1584.00	Public Health Act 1936 s164	Playing Field - Contained
102457	12/05/2019	The Society of local Council Clerks	Annual Membership	106.00	0.00	106.00	LGA1972 s.143	Professional Membership - Contained
102458	21/03/2019	Cotswold District Council	Rent for land at Windmill Road	104.80	0.00	104.80	Public Health Act 1936 s164	Community Garden – contained
102459	12/05/2019	Mrs S Broadley	Salary for April 2019 & Reimbursement of expenses	606.66	4.17	610.83	LGA 1972 s.112 (2) LG(FP)A 1963 s.5	Employee/Admin/Publicity - Contained
102460	03/05/2019	The FA Bartlett Tree Expert Co Ltd	Works to x2 Yew @ cemetery entrance	280.00	56.00	336.00	LGA 1972 s.214 (6)	Cemetery - Contained