Kemble & Ewen Parish Council

Minutes of the Meeting of the Parish Council on Friday 14 September 2018 at 7.30pm in Kemble Village Hall

Sarah Broadley, Parish Clerk Email: kpcclerk@kemble.co.uk Tel: 01285 770758

Present:
Parish Councillors: David Ball, Michael Binks, Sohrab Sorabjee, Lester Napper & Eric Silk
Clerk: Sarah Broadley
District Councillor: Tony Berry (7:50 – 8:10pm)
Members of the Public: Peter Clegg – Bathurst Estate

1. **Residents Contributions**
   Bathurst Estate – Peter Clegg advised Bathurst are appointing consultants to carry out feasibility studies for sites K_1B & K_5 identified in the Local Plan with a view to submitting planning applications in 2019. Bathurst are keen to work with the village in the design for development of the sites with public consultations at the appropriate stage.
2. **District Councillor Report – TB**
   Planning – house in Station Road has had new windows fitted.
3. **Apologies for Absence** – Roger Pettit, Carol Dougill, George Collins & Nicky Baber
4. **Declarations of interest**
   Item 19j ii) iv)**:** Cllr Sorabjee declared interest. Item for note only no decision required.
   Item 13: Cllr Napper declared interest as he lives adjacent. He will withdraw from room for voting on this matter
   Item 19j i0 vi): Cllr Ball declared interest. Item for note only no decision required.
5. **Minutes of the meeting held on 10 August 2018 –** 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 – no update.
   c) Consultation for Kemble Parking Scheme – GCC/GWR met August 22, 2018. GWR requested costing which have been provided. GCC appointed new team for this scheme.
   d) Land at Windmill Road & Clayfurlong Grove – no update.
   e) Permissive path between Kemble & Ewen – awaiting costings from highways. Item featured in a number of responses to NDP questionnaire
   f) Road crossing & footpath extension to railway station carpark – preliminaries continue. Awaiting costs from GWR. GCC "Expression of Interest form" to be completed by way of initial application for grant from their 50/50 fund.
7. **To review and agree course of action for a tap at the cemetery** – Cllr Ball proposed installation of IBC on pallets to replace water butt. This was seconded by Cllr Binks. All remaining councillors agreed and the matter was resolved.
8. **To review asset inspection report and agree actions required** – Cllr Sohrabjee proposed the following recommended actions from report are carried out: Cemetery wall repair, painting of metal gate at cemetery, maintenance of noticeboard & phonebox in Kemble wick and cleaning of village gateway signage. This was seconded by Cllr Binks. All remaining councillors agreed and the matter was resolved.
   Action: Clerk to source quotes/instruct maintenance team.

9. **To review and agree action regarding benches on West Hay Green –** Item adjourned to next meeting once further information available regarding the request.
10. **To review and agree placing of memorial bench in cemetery** – Cllr Napper proposed allowing the placing of a memorial bench in the cemetery in memory of John James subject to it being securely fasten and maintained to a suitable standard as it will be in a public place. This was seconded by Cllr Silk. All remaining councillors agreed and the matter was resolved.
11. **To agree advertisement for community grants** –Cllr Sohrabjee proposed community grant scheme advertised. This was seconded by Cllr Binks. All remaining councillors agreed and the matter was resolved.
    Action: Clerk to advertise on website/noticeboard and via Parish News.
12. **To agree meeting dates for 2019** – Following discussion looking at possible options Cllr Sohrabjee proposed meeting monthly, on the second Friday of each month (subject to no clash with bank holidays). This was seconded by councillor Napper. All remaining councillors agreed and the matter was resolved.
    Action: Clerk to circulate dates
13. **To review and agree leases from CDC for land at Station Road** – Cllr Ball proposed council representatives meet with CDC & Tony Berry to discuss heads of terms as they are more restrictive than previous leases. This was seconded by Cllr Binks. All remaining councillors agreed and the matter was resolved.
    Action: RP to contact CDC and arrange mtg
14. **To review and agree action regarding ICCM membership & training** – Following the taking on of responsibility for the churchyard Cllr Silk proposed joining ICCM (£90pa) and sending a council representative to the 'Management of Memorials Inspection Workshop' (£135). This was seconded by Cllr Sohrabjee. All remaining councillors agreed and the matter was resolved.
    Action: Clerk to arrange membership & course booking
15. **To review and agree quote for insurance renewal –** The three quotes obtained by the broker were reviewed. In line with the broker recommendation, Cllr Silk proposed taking the 3year policy with AXA. Cost is £992.87 per annum. This was seconded by Cllr Napper. All remaining councillors agreed and the matter was resolved.
    Action: ES to arrange cover.
16. **To agree spend on items as listed:**
    a) Repair to wet pore at playground - Greenfields quote £441 +VAT
    b) Repair to cemetery wall – awaiting quotes
    c) Replacement trees on A429 following vandalism – up to £600

    Cllr Sohrabjee proposed approving spend on items 16.a) & 16.c). This was seconded by Cllr Binks. All remaining councillors agreed and the matter was resolved.
17. **To decide response to new Planning Applications**
    a) 18/02760/FUL | Erection of 36 replacement dwellings and associated infrastructure | Paterson Road Cirencester

    Cllr Binks proposed no comment. Seconded by Cllr Sohrabjee. All remaining Cllrs agreed and the matter was resolved

    b) 18/03021/FUL | Widening of existing lounge at ground floor with further storey extension above | 174 Windmill Road Kemble

    Cllr Binks proposed no objection. Seconded by Cllr Ball. All remaining Cllrs agreed and the matter was resolved

    c) 18/02751/FUL | Erection of single dwelling on residential garden - change of design from 16/02097/FUL. Access as per 17/01514/FUL | The Paddock Ewen

    Cllr Binks proposed objection based on design & impact on conservation area with comments as follows: The new visual appearance (based on the latest amendment) with the proposed increased height is not in keeping with the local vernacular. Seconded by Cllr Ball. All remaining Cllrs agreed and the matter was resolved

    d) 18/01656/FUL | Erection of detached dwelling and garage workshop. (Amended scheme). | Barnstone Cottage Ewen

    Cllr Binks proposed no comment. Seconded by Cllr Ball. All remaining Cllrs agreed and the

matter was resolved.
Action: Clerk to respond via Planning Portal.

18. Finance matters

a) Bank Reconciliation: September 2, 2018 – Cllr Napper proposed council accept and approve. This was seconded by Cllr Ball, all remaining councillors agreed. Matter resolved.
b) Schedule of accounts – Cllr Binks proposed council approve payments August 11, 2018 to September 14, 2018 as per schedule (chq 102401 subject to receipts copies being received) and sign cheques. This was seconded by Cllr Ball, all remaining councillors agreed. Matter resolved.
c) Review and approve Spend vs Budget YTD – Cllr Ball proposed council accept and approve. This was seconded by Cllr Silk. All remaining Cllrs agreed and the matter was resolved.

19. Councillor Reports

a) Highways Update – no update
b) Police Crime Report/Neighbourhood Watch – Police crime report noted for August 2018.
c) Village Appearance – DB reported all looks well following recent grass cut. MB reported Kemble sign missing near Parkers Bridge & road sign on A429 still down following RTA.
d) Neighbourhood Development Plan – Report received from NDP group regarding response to questionnaire. Council were pleased with the response rate and constructive ideas.
e) Playground inspections – DB reported raised ground following pipework repairs.
f) Road Safety – MB reported speedwatch continues.
g) Youth facilities/plans – no update
h) Kemble Community Garden – bulb planting will take place shortly
i) Kemble Airfield – some residents are meeting with airport manager regarding some specific concerns relating to new GPS approach system. SS advised airport are keen to work with the village to maintain good relationships
j) Planning Applications - pending & decided - PC noted planning applications pending and decisions reported (as Agenda)

20. Items for Future Agenda

Parish Laptop was updated during the meeting – backup to follow.
Meeting Finished at 10pm

KEMBLE & EWEN PARISH COUNCIL

Bank Reconciliation: Sept 2, 2018

Receipts August 3, 2018 – September 2, 2018

Date	From whom received	Particulars	Amount
06/08/2018	NS&I	Interest	5.95
02/09/2018	Santander	Interest – Business Saving Account	1.04

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 06/04/18	£21,933.59
Receipts	£26,513.34
Payments	£8,630.39
New Cash Book balance	**£39,816.54**

RECONCILIATION TO BANK ACCOUNTS

Bank a/c balances:	
Santander Savings Account 41987930	£4,082.90
Santander Business Account 41987928	£35,958.64
SUB TOTAL	**£40,041.54**
Adjustments	
Income not yet banked	
Unpresented cheques	£225.00
Other	£0.00
Cash Book balance	**£39,816.54**

KEMBLE & EWEN PARISH COUNCIL

Payment Schedule:

Payments August 12, 2018 – September 14, 2018

Cheque No.	Date Raised	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Power to spend
102399	14/9/2018	Steve Napper	Playground Checks	50.00	0.00	50.00	LGA 1976 s19
102400	14/9/2018	Mrs S Broadley	Salary for August 2018 & Reimbursement of expenses	[redacted]	[redacted]	[redacted]	LGA1972 s.112 (2) LG(FP)A 1963 s.5
102401	14/9/2018	Martin Kingston	Reimbursement of NDP incentive vouchers	140.00	0.00	140.00	LGA (1972) s.137

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

PAYMENTS EX VAT	BUDGET	TOTAL	DIFFERENCE
Employees	£5,000.00	£2,140.13	£2,859.87
Administration	£2,500.00	£716.15	£1,783.85
Grass Cutting	£7,785.00	£1,760.00	£6,025.00
Professional Memberships	£500.00	£0.00	£500.00
Planning	£100.00	£0.00	£100.00
Training	£400.00	£204.00	£196.00
Road Safety	£1,000.00	£645.40	£354.60
Defibrillator	£500.00	£0.00	£500.00
Playing Field	£1,000.00	£521.41	£478.59
Pedestrian Access Station	£500.00	£30.00	£470.00
Youth Club	£0.00	£0.00	£0.00
Cemetery	£1,000.00	£686.00	£314.00
Grants	£700.00	£500.00	£200.00
Village Enviroment	£1,665.00	£708.50	£956.50
Thames Path Signage	£300.00	£0.00	£300.00
Community Gardens	£500.00	£0.00	£500.00
Neighbourhood Plan	£2,500.00	£0.00	£2,500.00
Village Web Site	£100.00	£0.00	£100.00
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	£0.00	£1,000.00
Digital Archives	£500.00	£0.00	£500.00
Beehive	£750.00	£0.00	£750.00
A429 Verge Enhancement	£1,000.00	£0.00	£1,000.00
1st Aid Courses	£500.00	£0.00	£500.00
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	£0.00	£4,000.00
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**	**£8,049.59**	**£34,285.41**

RECEIPTS	BUDGET	TOTAL	DIFFERENCE
Precept	£20,000.00	£17,138.00	£2,862.00
Grants	£0.00	£7,472.00	-£7,472.00
Agency Services	£900.00	£0.00	£900.00
Burial Ground Fees	£200.00	£206.00	-£6.00
Playing Field	£0.00	£0.00	£0.00
Treasurers Account Interest	£10.00	£6.18	£3.82
Business Account Interest	£10.00	£0.00	£10.00
Miscellaneous	£100.00	£0.00	£100.00
NS Investment Account	£50.00	£0.00	£50.00
NS Bond Interest	£15.00	£29.35	-£14.35
Transfers from NS A/C	£0.00	£0.00	£0.00
PC VAT refund	£0.00	£1,661.81	-£1,661.81
TOTAL (EXCL NS INVEST)	**£21,235.00**	**£26,513.34**	**-£5,278.34**
OVERALL TOTAL	**£21,285.00**	**£26,513.34**	**-£5,228.34**

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