



KEMBLE & EWEN PARISH COUNCIL



Minutes of the Meeting of the Parish Council on Friday 11 September 2020 at 7pm via Zoom

Sarah Broadley, Parish Clerk Email: clerk@kembleandewen-pc.gov.uk Tel: 01285 770758

Present:

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

District Councillor: Tony Berry

Members of the Public: 1

20.77. To hear any contributions from residents

Tree/Verges near end of Washpool Lane: A resident's suggestion that trees recently planted near Washpool Lane would inhibit the view from his property was discussed. The resident also offered to manage and improve the verge including planting of bulbs and tidying of brambles to enhance the village entrance. It was suggested that he might join a PC working party formed for the purpose and may wish to submit a planting proposal for consideration.

Airport Complaints: A few complaints have been received from residents regarding overflights. It was reported that the online complaints system on the airport website is not working although there is nothing on the site to indicate. As such, all recent complaints have been lost. It was agreed that the PC would follow this up with the airport.

Village Environment including new trees and pathways: A letter was received from a resident regarding maintenance of the new trees and of the permissive pathways. This item will be handled under 20.87

20.78. To receive report from District Councillor Tony Berry and discuss district matters relating to Kemble & Ewen

KCG Site – Cabinet reviewed proposal for this site and passed original plan for 8 properties

Climate Change Workshop – Arranged for 10 October 2020

CEO – An offer has been made to a candidate for this role

Proposed Solar Farm – Cllr Berry meeting with residents of Kemble Wick & representative from Kemble Farms regarding the proposal. Cllr Pettit will also attend.

20.79. To receive any apologies for absence - None

20.80. To receive any declarations of interest – Item 20.91 Councillor Binks declared 'Other Interest' as a trustee of the VHMC. He will provide information but will not vote on this matter. Item 20.97 Cllr Napper declared 'Other Interest' as member of the KCG Mngt Committee. Report only no decision required.

20.81. To approve the minutes of the parish council meeting held on August 14, 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.

20.82. To review and agree steps to support COVID-19 response in the parish – No additional assistance currently required

20.83. To agree actions required for repair of footbridge at Parkers Bridge – It was reported that Kemble Farms will removed the derelict bridge by October 9, 2020. No

further decision has been reached yet regarding a replacement.

- 20.84. To review and agree actions required for recruitment of playground orderly** – It was proposed that Cllrs Ball & Demain meet the two candidates to discuss the roles and suitability and recommend an appointee. This was seconded, all councillors voted to agree and the **matter was resolved**.
- 20.85. To review and agree next steps for increased cemetery capacity** – Awaiting further quotes.
- 20.86. To receive annual inspection of assets, agree any actions required and ensure adequate insurance in place** – It was proposed that the report was accepted as an accurate record and that quotes are obtained for the maintenance items identified. This was seconded, all councillors voted to agree and the **matter was resolved**.
- 20.87. To review requirements for village appearance/maintenance including new trees, verges, permissive paths, grass cutting contract & Cemetery maintenance contracts and agree actions required** – It was proposed to create a working party to review these items and agree scope of new grass cutting tender and cemetery maintenance. This was seconded, all councillors voted to agree and the **matter was resolved**.
- 20.88. To review and agree next steps for Community Grant programme for 2020** – It was proposed to advertise the scheme on the website and village noticeboards. This was seconded, all councillors voted to agree and the **matter was resolved**.
- 20.89. To review request for NALC for response to 3 planning consultations (Changes to the current planning system, Planning for the future, Transparency and Competition) and agree any actions required** – It was proposed to respond to NALC with the items raised against 'Changes to the current planning system'. This was seconded, all councillors voted to agree and the **matter was resolved**.
- 20.90. To adopted NALC published pay scales for 2020-21 and approve backdated increase in clerk pay to 1 April 2020** – It was proposed to adopt the NALC pay scales for 20210-21 and backdate the increase in clerks pay to April 2020. This was seconded, all councillors voted to agree and the **matter was resolved**.
- 20.91. To review request regarding purchase of the Garage at the Village Hall from the Village Hall Committee** – Cllr Binks provided information regarding the request then withdrew from discussion and voting. It was proposed to reply to the VHMC advised that the Parish Council does not support the sale of any part of the site and that it would be prepared to assist in maintenance costs of the premises to ensure continued operation. This was seconded, all councillors voted to agree and the **matter was resolved**.
- 20.92. To approve and adopt the new Parish Council Website** – It was reported that the new website is now live <https://kembleandewen-pc.gov.uk/>. The domain is secured until 10 Sept 2022. New emails will be arrange for all councillors. It was proposed to adopt the new Website. This was seconded all councillors agreed and the matter was resolved.
- 20.93. To receive the Independent Examiners comments on the NDP and ratify response letter** – It was proposed to ratify the response to the examiner's comments received on 26 August 2020 which are published on the Parish Council website. This was seconded, all councillors voted to agree and the **matter was resolved**.
- 20.94. To approve the following spend**
- a. Insurance renewal - £1050.29
 - b. External Audit Fee - £200 + VAT
- It was proposed to approve these payments. This was seconded, all councillors voted to agree and the **matter was resolved**.
- 20.95. To agree/ratify decision recorded and reported to CDC regarding New Planning Applications**
- a. 20/02530/FUL | Temporary siting of 8 units of agricultural workers' residential accommodation for a period of 3 years | Kemble Farms Smerill Dairy Kemble

– no objection as long as they are indeed temporary and subject to a three year maximum

- b. 20/02556/FUL | Erection of first floor and single storey extensions to front | Warblewick House 2 Thames View Ewen – no objection
- c. 20/02549/FUL | Variation of Condition 2 of planning permission 18/02751/FUL (Erection of single dwelling on residential garden - change of design from 16/02097/FUL with access as permitted under application ref 17/01514/FUL) to reduce size of approved garage | The Paddock Ewen – no objection

It was proposed to respond via the planning portal with the above comments. This was seconded, all councillors voted to agree and the **matter was resolved**.

20.96. Financial Matters

- a. **To review and approve the bank reconciliation at September 2, 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 August 15, 2020 – Sept 11, 2020 and sign cheques** - It was proposed to approve these payments (voiding cheque 102561) and sign the cheques. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- c. **To review spend vs budget year to date** - It was proposed to approve this as an accurate record. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- d. **To agree invoicing of GCC for contribution to verge cutting 2020** – it was proposed to invoice GCC accordingly. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- e. **Receive external audit report and approve notice of conclusion of audit** - it was proposed to receive the external audit report with no comments and publish the notice of conclusion of audit. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

20.97. Councillor Reports/Items to Note

- a. Highways – It was reported the GCC attended the culvert on Ewen Road but didn't have the correct kit so couldn't carry out the work. The job will be re-set and owners of the ditches would be requested by Highways to carry out maintenance. Works are currently being carried out on the bridge on Station Road.
- b. Police crime report/Neighbourhood Watch – The letter received regarding changes to local policing was noted.
- c. Village Appearance – It was reported that there has been lots of fly-tipping on the road east of Ewen which has been reported to CDC and subsequently removed. Tree stakes have been replaced on the A429 where required. Email has been sent to Station Manager regarding New Station carpark height barrier.
- d. Neighbourhood Development Plan – see item 20.93. Comments have also been received from CDC regarding the design guide.
- e. Playground Inspections – no outstanding items requiring action raised on recent reports. Inspection rota to be extended until new orderly in place.
- f. Road Safety – It was reported that the Speed watch group are looking to resume activity
- g. Youth facilities/plans – nothing to report
- h. Kemble Community Gardens – nothing to report
- i. To receive resident complains regarding Kemble Airfield – It was proposed the following the complaints received the Parish Council will contact the airport to see if the lost complaints can be found. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- j. Cirencester Light Railway – It was reported that Phase I of the feasibility study is complete. Phase II will look in further detail at road crossing etc.
- k. Planning items noted:

- i. 19/01499/LBC | Structural repairs to floor structure between the first and second floor within the Tower part of the building | Wild Duck Inn Ewen | Awaiting decision
- ii. 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 | Awaiting decision
- iii. 20/00903/FUL | Erection of storage unit (use class B8) | Building 428 Kemble Enterprise Park Kemble Airfield Kemble | Awaiting decision
- iv. 20/02656/TCONR | T1-T5 (3 x Lime & 2 x Purple Plum) - prune excessive overhang from trees situated in neighbouring property to reduce length of lateral branching by up to 3m (back toward boundary), pruning to live growth points | New Top Farm House Old Vicarage Lane Kemble | **Decided – No objection**
- v. 20/02545/FUL | Installation of a ground source heat pump system consisting of 14 boreholes, manifold and associated pipework | Kemble House Church Road | Awaiting decision

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

- a. Sport 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 – this is ongoing with GCC.
- d. Village Archive Display at Kemble Station – RP
- e. Resident Parking Scheme – an extraordinary meeting is to be arranged to discuss this item following communication received from GCC
- f. Wildflower verges - RP
- g. Responsibility for trees in verges



KEMBLE & EWEN PARISH COUNCIL

Bank Reconciliation: Sept 11, 2020

Receipts August 3, 2020 – Sept 2, 2020

Date	From whom received	Particulars	Amount
05/08/2020	NS&I	Interest	6.84
02/09/2020	Santander	Interest	0.03
14/08/2020	Slade & Son	Burial Late Mr R Levinge	315.00

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 05/04/20	£27,139.88
Receipts	£20,442.38
Payments	£12,397.07
New Cash Book balance	£35,185.19

RECONCILIATION TO BANK ACCOUNTS

Bank a/c balances:

Santander Savings Account 41987930	£4,109.49
Santander Business Account 41987928	£33,491.77
SUB TOTAL	£37,601.26

Adjustments

Income not yet banked	£0.00
Unpresented cheques	£2,416.07
Other	£0.00
Cash Book balance	£35,185.19

Signature _____ Date: _____

Internal Control: Quarterly Cross Check of Bank a/c Balances to Statements (due Nov2020)

Signature _____ Date: _____

KEMBLE & EWEN PARISH COUNCIL

Payment Schedule:

Payments–Aug 15, 2020 – Sept 11, 2020



Cheque No.	Invoice Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Authorisation Minute Reference	Budget
102563	18/8/2020	Roger Pettit	Reimbursement of Cash Payment to Bugler for VJ 75	25.00	0.00	25.00	20.72d	VE Celebrations - Contained
102564	08/08/2020	Cotswold District Council	Rent for Land at Windmill Road August 2020 – August 2021	50.00	0.00	50.00	20.10g	Community Garden - Contained
102565	15/08/2020	J Gardiner	Water Butt installation at Cemetery	389.00	0.00	389.00	20.23	Cemetery - Contained
102566	04/09/2020	Mrs S Broadley	Salary August 2020	437.58	0.00	437.58	20.10e	Employee – Contained
102567	31/08/2020	Busy Fingers Printing	Playground COVID notices	80.83	16.17	97.00	20.72e	Playground - Contained

Minutes KEPC Meeting 11 Sept 2020

102568	02/09/2020	Hailey Wood Sawmill Ltd	Stakes & Ties for trees	27.00	5.40	32.40	20.72b	Village Environment - Contained
102569	02/09/2020	PKF Littlejohn LLP	External Audit Fee	200.00	40.00	240.00	20.94b	Administration - Contained
102570	19/08/2020	Came & Company	Insurance Renewal	1050.29	0.00	1050.29	20.94a	Administration - Contained
102571	16/08/2020	Kemble Village Hall	Telephone Charges March – July 2020	84.80	0.00	84.80	20.10f	Administration - Contained

Chairman Signature: _____ Date: _____

2nd Cheque Signatory: _____ Date: _____