



KEMBLE & EWEN PARISH COUNCIL



Minutes of the Meeting of the Parish Council held on Friday 12 March 2021 at 7pm via Zoom

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

Present:

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

District Councillor: Tony Berry

County Councillor: Shaun Parsons

Members of the Public: 10

20.217. To hear any contributions from residents

West Hay Green Trees (20.225) – request to trim ash trees to prevent obstruction to light & clarification sought that ash trees would not be removed unless due to ill health

Airfield Licence Application (20.227) – 10 residents submitted written comments objection to this application

Parkers Bridge (20.223) – written questioning ownership and thus who is responsible for maintenance/associated costs

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

Budget Meeting – parking charges are increasing, council tax is rising £5 and green bins are increasing to £40. £65mil to be borrowed over the next 2 years to spend on social housing and investments to give income.

Cirencester Recovery – the board will be reconstituted alongside the NDP team to look at the centre of town – empty units, parking etc. looking at regeneration.

Railway Link – An article was published in the CirenScene and a brochure will be distributed with the next edition. It was noted that the plan includes a cycletrack/maintenance track alongside the line and that the bridge image used is just an image, not a design.

20.219. To receive any apologies for absence - None

20.220. To receive any declarations of interest – Cllr Napper declared Other Interest in 20.236g as the Parish Council representative on the KCG committee - item to report back only no decision to be made. Cllr Binks declared interest in items 20.2233a & 20.236b as payment is to be reimbursed to him – he will not participate in discussion nor vote on these items.

20.221. To approve the minutes of the Parish Council meeting held on February 12, 2021– It was proposed to approve the minutes and sign as a true and accurate record. This was seconded, all councillors voted to agree and the **matter was resolved**.

20.222. To review and agree steps to support COVID-19 response in the parish - Following an update on the current position it was agreed that the existing arrangements remained satisfactory.

20.223. To receive quotes for painting of Parkers Bridge and agree actions required – decision adjourned pending discussion with GCC regarding inspection of the safety of the railings and what financial contribution GCC would make as they own the

bridge.

- 20.224. To review progress on replacement footbridge at Parkers Bridge and agree any actions required** – awaiting further costings following design review and discussion with the estate seeking contribution and future security of the permissive path.
- 20.225. To review and agree actions and costs for tree works on West Hay Green**– It was proposed to approved removal of the birch tree and trimming of the ash tree at a cost of £250. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 20.226. To receive quarterly playground inspection report and agree any actions required** – It was proposed to arrange to: carry out the repairs to the timber springer, toddler play area and bike ramps (total £627.00+VAT), request a quote to replace the timber around the wet pour on the swings and to close the toddler play area and affected ramps until repairs completed. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 20.227. To review Premise Licence application made to Wiltshire County Council by Cotswold Airport for Negus 747 Airplane and agree any actions required** – It was proposed to object to this application due to the implications on local residents and the local area. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 20.228. To review response to Informal Consultation on GCC Parking Scheme and agree actions required** – It was proposed that Cllr Pettit & Collins resume discussion with GCC to see if some tweaks can be made following the feedback received with a view to GCC initiating the formal consultation. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 20.229. To receive letter from GCC regarding Public Rights of Way and the significance of 2026 and agree any actions required** – It was proposed that Cllrs Napper & Silk review this item and commence process of claiming a first footpath to review the process with expenses approved of up to £100 for mapping costs. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 20.230. To review the Village Archives project with a view to creating a digital asset library available online rather than a physical repository for items** – it was proposed that Cllr Napper commence a project to create a digital asset library. Cllr Binks to look at costs/ability to include within Parish Council website. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 20.231. To agree to the change the dates of the Annual Meeting of the Parish to Tuesday May 4, 2021 7pm and the Annual Meeting of the Parish Council to Wednesday May 5, 2021 7pm so that they can be held via Zoom** – It was proposed to approved these dates changes. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 20.232. To agree the speakers for the Annual Meeting of the Parish and the format and distribution method for the Annual Report 2020-21** – It was proposed to contact Mr Gunner from Cirencester Light Railway project, the new headteacher at Kemble School and Tony Berry. Shaun Parsons is unable to attend due to purdah. The annual report is to be produced in digital format with printed copies made available to those without digital access. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 20.233. To agree and approve the following spend**
- a. MS Office & Antivirus (Ref 20.182) totalling £236.16 & VAT
 - b. Leaflet printing & Delivery for Informal Parking consultation (Ref. 20.201) totalling £119
 - c. Replace chain on playing field gate £100 + VAT

Cllr Binks joined the public section for this item and did not participate or vote. It was proposed to approve the above payments. This was seconded, all councillors voted to agree and the **matter was resolved**.

20.234. To ratify decision recorded and reported to CDC regarding New Planning Applications

- a. *20/04109/FUL | Erection of bicycle store to the front | 187 Station Road Kemble - Kemble & Ewen Parish Council objects to this application for the following reason: the scale and proportion of the structure is inappropriate for the stated purpose in this location at the front of the property in the conservation area. GP11 of the Neighbourhood Plan Design Guide states that cycle stores should be sensitively located to avoid dominating the front elevation - the scale and proportion of the intended development will dominate causing a negative impact on the visual quality of the street scene.*
- b. *20/04564/FUL | Redevelopment of plot to create workshops, offices, storage and parking | Land South Of Unit D5 Kemble Airfield Kemble – no objection*
- c. *21/00850/TCONR | Apple tree in front garden - remove | 190 Windmill Road Kemble – no objection*
- d. *21/00684/FUL | Change of use from ancillary residential annexe to ancillary residential and self-catering tourist accommodation | Forge House Limes Road Kemble - the description of the current structure (ancillary residential annexe) is misleading - the building is not currently residential. Parking - although the design access statement states the driveway is large enough to accommodate all vehicles associated with the proposed uses there are no details on the application regarding where visitor vehicles (in addition to the vehicles associated with the property) would park which could lead to overspill out onto the roads.*

It was proposed to ratify/record the above comments. This was seconded, all councillors voted to agree and the **matter was resolved**.

20.235. Financial Matters

- a. To review and approve the bank reconciliation at March 2, 2021 - 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 Feb 13 – March 12, 2021 and sign cheques- Cllr Binks joined the public section for this item and did not participate or vote. It was proposed to agree and approve the payments. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- c. To agree VAT reclaim for 01 March 2020 – February 28, 2021 for submission - It was proposed to agree and approve the VAT reclaim. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- d. To review spend vs budget YTD It was proposed to agree and approve the spend (£26740.28) vs budget (£47300.00). This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

20.236. Councillor Reports/Items to Note

- a. Highways – nothing to report
- b. Police crime report/Neighbourhood Watch – nothing to report
- c. Village Appearance - – nothing to report
- d. Playground Inspections – see item 20.226
- e. Road Safety – – nothing to report
- f. Youth facilities/plans– nothing to report
- g. Kemble Community Gardens – – nothing to report
- h. Kemble Airfield – see item 20.227
- i. Cirencester Light Railway – see item 20.218
- j. Planning items noted as follows:
 - i. *20/04003/FUL | A change of use from agricultural land (grade 3) to a grassed doggy play school facility. | Field Barn Farm Station Road Kemble | **Awaiting decision***

- ii. 20/04650/FUL | Change of use from dwelling to wedding venue | Bittenham Springs. Ewen | **Awaiting decision**
- iii. 21/00359/TCONR | T1, T2 - 2 beech trees. Fell. Wrong species for site close to house and over LPG tank. Have outgrown location. Unsuitable to grow to maturity in this position | 3 Biddulph Cottages Windmill Road Kemble | **Awaiting decision**
- iv. 21/00200/TCONR | Ash (T1)- Fell. Tree is showing signs of Ash dieback, see attached photos. Not wanting to replant at present as a large number of trees have already been planted in addition to the existing semi mature trees | Woodstock House Ewen |

Decided – Application Permit

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

- a. Sport grant for changing rooms on the football field
- b. Land at Windmill Road & Clayfurlong Grove
- c. Wildflower verges
- d. Responsibility for trees in verges
- e. Cemetery capacity Project
- f. Online access to physical meetings once resumed

Meeting ended at 9pm

Chairman's Signature _____ Date _____



KEMBLE & EWEN PARISH COUNCIL

Bank Reconciliation: March 2, 2021

Receipts February 3, 2021– March 2, 2021

Date	From whom received	Particulars	Amount
05/02/2021	NS&I	Interest	0.06
02/03/2021	Santander	Interest	0.03

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 05/04/20	£27,139.88
Receipts	£27,990.27
Payments	£28,568.61
New Cash Book balance	£26,561.54

RECONCILIATION TO BANK ACCOUNTS

Bank a/c balances:

Santander Savings Account 41987930	£4,109.67
Santander Business Account 41987928	£22,716.33
SUB TOTAL	£26,826.00

Adjustments

Income not yet banked	£0.00
Unpresented cheques	£264.46
Other	£0.00
Cash Book balance	£26,561.54

Signature _____ Date: _____

Internal Control: Quarterly Cross Check of Bank a/c Balances to Statements (due May2021)

Signature _____ Date: _____



Payment Schedule:

Payments February 13, 2021 – March 12, 2021

Cheque No.	Invoice Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Authorisation Minute Reference	Budget
102594	04/03/2021	Mrs S Broadley	Salary February 2021	449.67	0.00	449.67	20.10e	Employee – Contained
102595	07/03/2021	Austin G Hind	X4 Playground Inspections	40.00	0.00	40.00	20.58a	Playground - Contained
102596	10/01/2021	Michael Binks	Reimbursement for Annual Anti-Virus & MS Office	236.16	47.23	283.39	20.182 & 20.232a	Admin- Contained
N/a DD	15/04/2021	ICO	Annual Registration Fee	35.00	0.00	35.00	20.10d	Admin - Contained
102597	16/02/2021	Greenfields Garden Services	Quarterly Playground inspection	81.00	16.20	97.20	20.159	Playground - Contained
102598	01/03/2021	GAPTC	Training - Being a Better Councillor Part 1 & 2	50.00	0.00	50.00	19.181b	Training - Contained

102599	28/02/2021	Busy Fingers Printing	Printing of 200 leaflets for Informal Consultation on Parking	99.00	0.00	99.00	20.232b	Admin - Contained
102600	01/03/2021	Professional Sportsturf Design (NW) Ltd	Preparation of New Cemetery Stage 1 – Tier 1 report	1650.00	330.00	1980.00	20.69	Cemetery – Overspend virement req'd

Chairman Signature: _____ Date: _____

2nd Cheque Signatory: _____ Date: _____

Kemble & Ewen Parish Council - YTD Budget Review 2020 / 21

PAYMENTS EX VAT	BUDGET	VIREMENT	AMENDED BUDGET	TOTAL	DIFFERENCE	% SPENT	RECEIPTS	BUDGET	TOTAL	DIFFERENCE
Employees	£6,500.00		£6,500.00	£5,394.17	£1,105.83	83%	Precept	£25,765.00	£25,765.00	£0.00
Administration	£4,200.00		£4,200.00	£2,519.54	£1,680.46	60%	Grants	£0.00	£0.00	£0.00
Grass Cutting	£6,250.00		£6,250.00	£6,160.00	£90.00	99%	Agency Services	£900.00	£922.08	£22.08
Professional Memberships	£600.00		£600.00	£239.00	£361.00	40%	Burial Ground Fees	£500.00	£531.00	£31.00
Planning	£100.00		£100.00	£0.00	£100.00	0%	Playing Field	£0.00	£0.00	£0.00
Training	£200.00		£200.00	£50.00	£150.00	25%	Santander Savings A/c Interest	£10.00	£4.03	£-5.97
Road Safety	£700.00		£700.00	£0.00	£700.00	0%	Santander Business A/c Interest	£10.00	£0.03	£-9.97
Defibrillator	£300.00		£300.00	£0.00	£300.00	0%	Miscellaneous	£0.00	£0.00	£0.00
Playing Field	£3,000.00		£3,000.00	£1,153.83	£1,846.17	38%	NS Investment Account (re Youth Club)	£100.00	£13.13	£-86.87
Pedestrian Access Station pt2	£8,000.00		£8,000.00	£8,000.00	£0.00	100%	NS Bond Interest (re WHG)	£15.00	£58.39	£43.39
Youth Club	£0.00		£0.00	£0.00	£0.00		Community Gardens	£0.00	£0.00	£0.00
Cemetery	£2,000.00		£2,000.00	£3,545.00	£-1,545.00	177%	Transfers from NS A/C	£0.00	£0.00	£0.00
Grants	£700.00		£700.00	£700.00	£0.00	100%	PC VAT refund	£0.00	£709.74	£709.74
Village Environment	£3,000.00		£3,000.00	£397.38	£2,602.62	13%				
Thames Path Signage	£300.00		£300.00	£0.00	£300.00	0%				
Community Gardens	£300.00		£300.00	£50.00	£250.00	17%				
Neighbourhood Plan	£500.00		£500.00	£0.00	£500.00	0%				
Village Web Site	£250.00	£759.00	£1,009.00	£1,009.00	£0.00	100%				
Neighbourhood Watch	£0.00		£0.00	£0.00	£0.00					
Publicity	£500.00		£500.00	£0.00	£500.00	0%				
Litter	£200.00		£200.00	£0.00	£200.00	0%				
Tetbury Path	£500.00		£500.00	£0.00	£500.00	0%				
VE Celebrations	£1,000.00		£1,000.00	£105.00	£895.00	11%				
Parkers Bridge	£400.00		£400.00	£0.00	£400.00	0%				
Kemble Green (previously Beehive)	£300.00		£300.00	£0.00	£300.00	0%				
Kemble Kids	£300.00		£300.00	£0.00	£300.00	0%				
Laptop	£600.00	£-242.50	£357.50	£357.50	£0.00	100%				
Chairmans Allowance	£100.00		£100.00	£0.00	£100.00	0%				
Miscellaneous	£0.00		£0.00	£0.00	£0.00					
Contingencies	£5,000.00	£-516.50	£4,483.50	£0.00	£4,483.50	0%				
Reserve Cemetery/Playground	£1,500.00		£1,500.00	£0.00	£1,500.00	0%				
PAYE	£0.00		£0.00	£0.00	£0.00					
National Insurance	£0.00		£0.00	£0.00	£0.00					
TOTAL PC EX VAT	£47,300.00	£0.00	£47,300.00	£29,680.42	£17,619.58	63%	TOTAL (EXCL NS INVEST)	£27,200.00	£27,990.27	£790.27
							OVERALL TOTAL	£27,300.00	£28,003.40	£703.40