



KEMBLE & EWEN PARISH COUNCIL



Minutes of the Annual Meeting of the Parish Council Held on Wednesday 5 May 2021 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, Lester Napper, David Russell & Eric Silk

Members of the Public: 8

- 21.1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office** – It was proposed that Roger Pettit will be Chairman for 2021/22. This was seconded, all remaining councillors voted to agree and the **matter was resolved**. The position was verbally accepted and a declaration of acceptance of office will be signed at the first physical meeting.
- 21.2. To elect the Vice Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**– It was proposed that David will be Vice chairman for 2021/22. This was seconded, all remaining councillors voted to agree and the **matter was resolved**. The position was verbally accepted and a declaration of acceptance of office will be signed at the first physical meeting.
- 21.3. To hear any contributions from residents**
Speed through village/Crossing between Top Farm & New Station Car Park – a request was received for the Parish Council to approach GCC Highways regarding these matters
- 21.4. To receive report** from District Councillor Tony Berry and discuss district matters relating to Kemble & Ewen – no further report to that made at Annual Parish Meeting on 4 May 2021.
- 21.5. To receive any apologies for absence** - None
- 21.6. To receive any declarations of interest** – Cllr Binks declared other interest in 21.18 as he is a voluntary editor of the magazine. He has no greater interest than the rest of the parish. Cllr Napper declared an interest in 21.21f as he is the Parish Council appointed representative on the KCG committee. No decision required as item to note only.
- 21.7. To approve the minutes of the parish council meeting held on April 9, 2021** - It was proposed to approve the minutes and sign as a true and accurate record. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 21.8. To review committees, terms of reference and delegation** – It was proposed to approve the terms of reference for the planning committee and make the following amendments to the councillor duties: Airfield – David Russell, History General – Lester Napper, Police/Neighbourhood Watch – David Russell. This was seconded, all remaining councillors voted to agree and the **matter was resolved**. No decision was made regarding internal control. Sub-committees may be created in the future for Village appearance and youth liaison.
- 21.9. To agree dates for meetings until May 2022** - It was proposed that meetings are held on the second Friday of each month avoiding bank holidays. The June meeting

will be held Monday 21 June in line with the opening of the Village Hall. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

21.10. To review and approve annual subscription and regular payments for 2021-22 to the following:

- a. ICCM - £100 pa
- b. GAPTC - £300pa
- c. SLCC - £112pa
- d. ICO - £35pa
- e. Clerk – Monthly Salary as per NALC contract plus expenses up to £50 per month
- f. Kemble Village Hall - Rent & telephone charges – up to £60pm combined.
- g. Lease for Playing Field (£50), Kemble Triangle (£1) & Community Garden (£100)
- h. Weekly Playground Inspections (£10 per inspection)

It was proposed to approve the above annual subscriptions and regular payments. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

21.11. To review and approve the following documentation:

- a. Standing Orders
- b. Financial Regulations
- c. Complaints Policy
- d. Discipline & Grievance Policy & Dignity at Work
- e. Privacy Policy (General & Staff/Volunteer)
- f. Asset register (with adequate insurance in place)
- g. Publication Scheme & Data retention
- h. Updated Risk Assessments for 2021-22

It was proposed to approve above documentation and publish on website with the addition of the community Garden risk assessment within the Risk Assessments.

This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

21.12. To resolve to use the Power of General Competency and confirm eligibility –
As the council meets eligibility it was proposed to use the Power of General Competency. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

21.13. To agree actions required to support residents in the community in response to COVID Following an update on the current position it was agreed that the existing arrangements remained satisfactory.

21.14. To approve clerk annual salary increase (from SCP 12 to SCP 13) as per contract – It was proposed to approve the increase. This was seconded, all remaining councillors voted to agree and the **matter was resolved**

21.15. To review costings and agree next steps regarding providing online access to physical meetings once they resume. Item adjourned pending further investigations

21.16. To review request from a resident to use Playing Field to site a Bouncy Castle for a one-off private child's birthday party on May 23, 2021 – It was proposed to approve the request subject the hire company having adequate public liability insurance and the resident to take responsibility for the use. This was seconded, all remaining councillors voted to agree and the **matter was resolved**

21.17. To agree to renew licence for Kemble Triangle for 1 year at a cost of £1 – It was proposed to renew the licence. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

21.18. To approve the following spend

- a. Grant of £100 to Kemble PCC towards the production cost of the Parish News
- It was proposed to approve this spend. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

21.19. To agree/ratify decision recorded and reported to CDC regarding New Planning Applications

- a. 21/01386/FUL | Erection of single storey extension | 2 Railway Terrace Station Road Kemble – no objection
- b. 21/00907/FUL | Erection of single storey rear extension and erection of a boundary wall | Orchard Lee Clayfurlong Grove Kemble – objection. The Parish Council supports the original decision notice and conditions of 04/03303/FUL.
- c. 21/01711/TCONR | T1 - Goat Willow - fell due to proximity of stone wall T2 - Goat Willow - fell due to acute lean over rear garden G3 - Cherry - fell group of three small suckers within rear garden | 151 School Road Kemble – no objection

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

21.20. Financial Matters

- a. To review and approve the final year accounts for 2020-21 – It was proposed to approve the final year accounts. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- b. To review and approve Annual Governance Statement 2020-21 – It was proposed to approve the annual governance statement. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- c. To review and approve Annual Accounting Statement 2020-21– It was proposed to approve the annual accounting statement. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- d. To review and approve payments April 9, 2021 – May 5, 2021 and sign cheques– It was proposed to approve the payments. This was seconded, all remaining councillors voted to agree and the **matter was resolved**

21.21. Councillor Reports/Items to Note

- a. Highways – RP to meet with Highways soon. Items to discuss include – road safety & speed limit on A429, pedestrian crossing Top Farm/New Station Car Park, Speed limit between Kemble & Ewen & malfunctioning VAS sign on A429
- b. Village Appearance – missed grass cutting has been addressed – contractor was avoiding flower plants in some areas. Some trees on A429 being keep an eye on to see if they survive
- c. Playground Inspections – ongoing and up to date
- d. Road Safety – speedwatch volunteers wanted
- e. Youth facilities/plans –
- f. Kemble Community Gardens – some repeated issues with dog poo
- g. Kemble Airfield – nothing to report
- h. Cirencester Light Railway – nothing to report
- i. Planning items noted as follows:
 - i. 20/04650/FUL | *Change of use from dwelling to wedding venue | Bittenham Springs. Ewen | **Awaiting decision***
 - ii. 20/04109/FUL | *Erection of bicycle store to the front | 187 Station Road Kemble | **Awaiting decision***
 - iii. 20/04564/FUL | *Redevelopment of plot to create workshops, offices, storage and parking | Land South Of Unit D5 Kemble Airfield Kemble | **Awaiting decision***
- iv. 21/00850/TCONR | *Apple tree in front garden - remove | 190 Windmill Road Kemble | **Decided – no objection***
- j. 21/00684/FUL | *Change of use from ancillary residential annexe to ancillary residential | **Awaiting decision***
- k. 20/02894/FUL & 20/03561/LBC | *Variation of Conditions 2 (approved plans) and 22 (car parking provision) of Permission 18/04151/FUL (Refurbishment and Extension of the Wild Duck Inn comprising demolition and re-building of the west wing to create additional guest accommodation, additional parking and re-landscaping, together with associated works) | Wild Duck Inn Ewen | **Awaiting decision***
- l. 21/00854/FUL | *Single storey extension to the back of the property, front porch, insertion of 2no rooflights and external doors amendments | Kemble Grange Church Road Kemble | **Decided – Application Permit***

m. 21/00897/FUL | Replacement of decking area to the rear of the house | Tanners Ewen
| Awaiting decision

21.22. 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. Wildflower verges - RP
- d. Responsibility for trees in verges
- e. Cemetery capacity project
- f. Highways – speed limit through village, pedestrian safety between Top Farm/New Station Carpark
- g. Replacement footbridge at Parkers Bridge

Meeting ended 8:40pm

Chairman Signature _____ Date _____