



KEMBLE & EWEN PARISH COUNCIL



Minutes of the Annual Meeting of the Parish Council Held on Friday May 20, 2022 at 7pm in the Village Hall

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

Members of the Public: 1

- 22.1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office** – It was proposed that Cllr Roger Pettit be elected as Chairman. This was seconded, all remaining councillors voted to agree and the **matter was resolved**. Cllr Pettit signed the declaration of acceptance of office.
- 22.2. To elect the Vice Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office** – It was proposed that Cllr George Collins be elected as Vice-Chairman. This was seconded, all remaining councillors voted to agree and the **matter was resolved**. Cllr Collins signed the declaration of acceptance of office.
- 22.3. To hear any contributions from residents** - none
- 22.4. To receive report** from District Councillor Tony Berry and discuss district matters relating to Kemble & Ewen
Planning Office – is extremely busy due to a shortage of staff. Each officer currently has about 100 cases. Highways are also slowing things further.
- 22.5. To receive any apologies for absence** – Eric Silk
- 22.6. To receive any declarations of interest** – Cllr Napper item 22.17e as a payment will be made to him. He will not vote on this item. Cllr Napper Item 22.18g as he is the appointed Parish council representative on the KCG committee – item to note only no decision due.
- 22.7. To approve the minutes of the meeting held on April 8, 2022** – It was proposed to accept these as a true and accurate record. This was seconded, all remaining councillors voted to agree and the **matter was resolved**. Cllr Pettit signed minutes
- 22.8. To review committees, terms of reference and delegation**
- 22.9. To agree dates for meetings until May 2023** – it was noted that these have already been agreed as the second Friday of each month.
- 22.10. To resolve to use the Power of General Competence and confirm eligibility.** – It was proposed that the council is eligible and will use this power. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- 22.11. 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

It was proposed to update the standing orders in line with the latest modal version and approve items b-g as they are. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

22.12. To review and approve the following subscriptions and regular spend for 2022/23:

- a. ICCM - £100 pa
- b. GAPTC - £300pa
- c. SLCC - £120pa
- 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 (£50)
- h. Weekly Playground Inspections (£10 per inspection)

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

22.13. To review and approve clerk annual pay increase from SPC 13 – SPC 14 as per NALC contract – It was proposed to approve this pay increase. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

22.14. To review and approve internal audit report for 2021-22 – the comments were noted and it was proposed to approve the internal audit. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

22.15. To approve request to place bouncy castle on playing field May 22, 2022 for a children’s party – It was proposed to approve this request subject to receiving a copy of the providers insurance. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

22.16. To review and agree response to CDC regarding New Planning Applications

- a. 22/01344/FUL | Removal of condition 3 (Roofing material) of permission
21/02651/FUL - Erection of detached garage | Park House 5 Kemble Park School Road Kemble - – It was proposed to object to this application in reference to the original reasons for the condition being imposed. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

22.17. Financial Matters

- a. To review and approve the final year accounts for 2021-22 – 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 2021-22 – 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 2021-22 – 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 Bank Reconciliation at May 2, 2022 – It was proposed to approve the Bank Reconciliation. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- e. To review and approve payment schedule to May 20, 2022 – It was proposed to approve these payments and sign the cheques. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

22.18. Councillor Reports/Items to Note

- a. Highways including Residents Parking Scheme – Consultation held in village hall on parking by GCC who made clear that the Roads & thus any Parking Scheme is a County Council responsibility and there are overriding factors such as road safety which may influence how a scheme looks. Highways have

reported a survey would need to be carried out regarding lorries passing through the speed restrictions – costs for this are being sought together with the reasons for why it was fixed to 17.5tons.

- b. Police/Crime – Cyber crime is at an all time high. Cllr Russell is still trying to reinvigorate neighbourhood watch
- c. Village Appearance – rotten posts noted between Clayfurlong grove & Playground. The school would like some plaques to mark the 2022 jubilee oak trees planted there. DB to contact the grass cutter regarding missed areas.
- d. Playground Inspections – weekly inspections noted
- e. Road Safety – further details have been received on ANPR costing and a GCC road safety grant.
- f. Youth facilities/plans – nothing to report
- g. Kemble Community Gardens – ready for the jubilee open gardens
- h. Kemble Airfield – a 30% increase in business jet traffic has been recorded national – not had a major impact on Kemble so far
- i. Cirencester Light Railway – LN continues to attend meetings
- j. Planning items noted as follows:
 - i. 21/01622/FUL | Formation of vehicular access and alterations to wall | 190 Windmill Road Kemble | **Awaiting decision**
 - ii. 21/03464/FUL | One and a half storey side and rear extensions, erection of detached garage/annex, outbuilding extension/alteration with erection of single storey link to main dwelling, demolition of conservatory | 128 Limes Road Kemble | **Decided – Application Permit**
 - iii. 21/03979/FUL | Erection of a single-storey side extension | Orchard Lee Clayfurlong Grove Kemble | ***New Details***
 - iv. 21/04459/FUL | Proposed single storey extension to replace conservatory | The Hollies Tamesis Drive Kemble | **Awaiting decision**
 - v. 22/00207/FUL | Erection of single storey garage | 171 Kemble | **Awaiting decision**
 - vi. 22/00559/TCONR | T1 - Apple - Fell. T2 - Sycamore and 2 Beech - Crown lift to 5 metres. T3 - Western Red Cedar - Fell. T4 - Cupressus and Spruce - Fell | 3 Kemble Park School Road Kemble | **Decided – no objection**
 - vii. 22/00468/FUL & 22/00469/LBC | Interior refurbishment, replacement timber windows, roof windows, replacement door and flooring. | Newburn Limes Road Kemble | **Awaiting decision**
 - viii. 22/00613/LBC | Repair works to internal timbers of the Tower section of the building. | Wild Duck Inn Ewen | **Awaiting decision**
 - ix. 22/00688/FUL | Two residential units within the curtilage of the main house approved under application 18/00051/FUL, removal of approved garage outbuilding and associated amended driveway and landscape enhancements | Land At New Covert Ewen | ***New Details***
 - x. 22/00940/FUL | Replacement of windows and doors | Oxendene House Washpool Lane Kemble | **Application Withdrawn**
 - xi. 22/00955/LBC | Removal of existing CCTV cameras and installation of new CCTV cameras and associated cabling within Kemble Railway Station | Kemble Railway Station Windmill Road Kemble | **Decided – application permit**
 - xii. 22/00947/TCONR | T1 Lime - 1.5m Crown Reduction and Raise. T2 Lime - 1.5m Crown Reduction and Raise. T3 Lime - 1.5m Crown Reduction and Raise. T4 False Acacia - 1.5m Crown Reduction and Raise. T5 Field Maple - 1.5m Crown Reduction and Raise | 126 Old Vicarage Lane Kemble | **Decided – no objection**
 - xiii. 22/01254/TCONR | 6 poplars to be re-pollarded back to previous pruning points | Ewen House Ewen | **Decided – no objection**

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

- a. Sport grant for changing rooms on the football field - RP
- b. Cemetery capacity project
- c. Replacement footbridge at Parkers Bridge

Chairman Signature; _____ Date: _____

Kemble & Ewen Parish Council - YTD Cash Book Financial Summary 2021 / 22

PAYMENTS EX VAT	BUDGET	TOTAL	RECEIPTS	BUDGET	TOTAL
Employees	£6,000.00	£5,500.62	Precept	£26,681.00	£26,681.00
Administration	£3,500.00	£3,496.04	Grants	£0.00	£0.00
Grass Cutting	£7,000.00	£3,440.00	Agency Services	£900.00	£922.08
Professional Memberships	£650.00	£510.80	Burial Ground Fees	£500.00	£931.00
Training	£200.00	£220.00	Playing Field	£0.00	£0.00
Road Safety	£300.00	£0.00	Santander Savings A/c Interest	£0.00	£0.12
Defibrillator	£100.00	£0.00	Santander Business A/c Interest	£0.00	£0.24
Playing Field	£1,500.00	£2,092.61	Miscellaneous	£0.00	£0.00
Village Hall Repairs	£2,000.00	£500.00	NS Investment Account (re Youth Club)	£100.00	£0.18
Kemble Kids	£200.00	£0.00	NS Bond Interest (re WHG)	£0.00	£6.77
Cemetery	£1,300.00	£1,316.00	Community Gardens	£0.00	£0.00
Cemetery Capacity Project	£5,000.00	£0.00	Transfers from NS A/C	£0.00	£0.00
Grants	£700.00	£400.00	PC VAT refund	£0.00	£2,881.75
Village Environment	£2,680.00	£1,086.25			
Thames Path Signage	£300.00	£0.00			
Community Gardens	£50.00	£0.00			
Neighbourhood Plan	£100.00	£0.00			
Village Web Site	£400.00	£0.00			
Litter	£100.00	£247.45			
Chairmans Allowance	£100.00	£0.00			
Planning	£0.00	£0.00			
Parkers Bridge	£1,000.00	£0.00			
PAYE	£0.00	£0.00			
Contingencies	£5,000.00	£0.00			
Build Reserves (playground/cemetery)	£5,000.00	£0.00			
Kemble Green	£1.00	£0.00			
Tetbury Path	£0.00	£0.00			
TOTAL PC EX VAT	£43,181.00	£18,809.77	TOTAL (EXCLUDING NS INVESTMENT)	£28,081.00	£31,422.96
PC VAT		£1,267.78			
Transfers to NS A/C		£0.00	OVERALL TOTAL	£28,181.00	£31,423.14
TOTAL INCLUDING VAT		£20,077.55			
CASH BOOK STATEMENT OF FUNDS					
Cash Book balance b/f 06/04/21		£22,814.89			
Receipts		£31,422.96			
Payments		£20,077.55			
New Cash Book balance		£34,160.30			
RECONCILIATION TO BANK ACCOUNTS					
Bank a/c balances:					
Santander Savings Account 41987930		£4,110.06			
Santander Business Account 41987928		£30,050.24			
SUB TOTAL		£34,160.30			
Adjustments					
Income not yet banked					
Unpresented cheques		£0.00			
Other		£0.00			
Cash Book balance		£34,160.30			
COMMITTED FUNDS					
Grants awarded but not yet paid	NHW	£137.99			
Grants awarded but not yet paid	Welcome Pack/PA	£200.00			
Youth Club					
Opening Balance		£1,837.11			
Interest		£0.18			
Closing Balance		£1,837.29			



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Bank Reconciliation: May 2, 2022

Receipts April 3, 2022 – May 2, 2022

Date	From whom received	Particulars	Amount
05/04/2022	NS&I	Interest	2.97
06/04/2022	Royal British Legion	Tree Sponsorship WHG	45.25
12/04/2022	Slade & Son	Ref. Late Ayres	300.00
21/04/2022	CDC	Precept 1	20958.00
02/04/2022	Santander	Interest	0.57

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 06/04/22	£34,160.30
Receipts	£21,302.79
Payments	£6,687.01
New Cash Book balance	£48,776.08

RECONCILIATION TO BANK ACCOUNTS

Savings A/C balance b/f 06/04/22	£4,110.06
Savings A/C balance b/f 06/04/22	£30,050.24
Bank a/c balances:	
Santander Savings Account 41987930	£9,110.63
Santander Business Account 41987928	£44,785.45
SUB TOTAL	£53,896.08
Adjustments	
Income not yet banked	£0.00
Unpresented cheques	£120.00
Transfer Business to Saving A/C	£5,000.00
Other	£0.00
Cash Book balance	£48,776.08

Signature _____ Date: _____

Payment Schedule:

Payments April 9, 2022 – May 20, 2022



Cheque No.	Invoice Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Authorisation Minute Reference	Budget
102677	9/4/2022	Shaun Miles Roofing Ltd	Replace Lychgate Tiles	120.00	0.00	120.00	21.199a	Cemetery - Contained
102678	04/05/2022	Mrs S Broadley	Salary April 2022	466.83	0.00	466.83	21.10e & 21.14 & 21.171	Employee – Contained
102679	09/05/2022	Lester napper	Reimbursement for Open Garden Leaflets	25.00	0.00	25.00	21.193a	Admin - Contained
102680	16/05/2022	Netwise UK	Website	360.00	60.00	420.00		Website - Overspend
102681		GAPTC	Independent Audit	195.00	0.00	195.00	21.159c	Admin - Contained
102682		Pat Ayres	Reimbursement for Bookmarks for Children – Jubilee Gift	94.03	0.00	94.03		Jubilee - Contained

Chairman Signature: _____ Date: _____

2nd Cheque Signatory: _____ Date: _____