



KEMBLE & EWEN PARISH COUNCIL



Minutes of the Meeting of the Parish Council on Friday September 23, 2022 at 7pm in the Village Hall

George Collins, Cllr Email: clerk@kembleandewen-pc.gov.uk Tel: 01285 770758

Present:

Parish Councillors: Roger Pettit, Michael Binks, Daniel Demain, Eric Silk & George Collins
Members of the Public: None

22.66. To hear any contributions from residents

Traffic Cones: It was reported by a resident (via email) that many of the cones on Pheasant Hill had been removed/stolen.

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

- a. How well the funeral arrangements were done this week
- b. New financial officer at CDC
- c. Cost of living emergency
- d. Prosecuted one person for fly tipping. Trying again to get cameras installed
- e. Cotswold crowd funding won an award
- f. Discussed licencing options for second homes, AirBNB, second homes, party houses etc
- g. Exhibition coming to Corinium museum in October on Gladiators
- h. Planning
 - i. meet 10/9 New Covert Ewen next meeting (would like somebody from KPC at next meeting)
 - ii. Bittenham Springs extended only 30 minutes
- i. Danny mentioned that village litter bins are not being emptied often enough
- j. Roger expressed concern at attitude of CDC to visitors and small businesses
- k. Fast food litter in washpool lane – Tony to discuss with CDC officer
- l. Wall at South Cerney with enforcement
- m. Orchard Lee fence has been changed, still on highways land? A matter for highways.

22.68. To receive any apologies for absence – David Russell, Lester Napper

22.69. To receive any declarations of interest – Cllr Pettit Item 22.83b as payment is to be made to him. He will neither contribute nor vote on this item.

22.70. To approve the minutes of the meeting held on August 12, 2022 - It was proposed to approve the minutes as a true and accurate record. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**

22.71. To receive resignation of Cllr Ball and agree next steps – it was noted with sadness that Cllr Ball had resigned. The notice of vacancy has been posted and there will be an election on 10/11/22 with Nominations due to CDC by 14/10/22.

22.72. To review and agree next steps for creation of wild seed bank – Idea agreed in principle provided there is a management plan. Cllrs to Identify sites in next few months and return with suggestions. Item adjourned to November agenda.

22.73. To review and agree actions regarding the legacy trees in Washpool Lane – IT was proposed to replace the trees with ball root trees and ensure a watering plan is

in place. Aim to plant Nov / Dec / Jan if possible. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**

- 22.74. To agree responsibility for ongoing maintenance of the footbridge installed at Parkers Bridge** – It was proposed that the Parish Council do not agree to take responsibility for the bridge paid for and installed by the estate due to insurance liability issues relating to maintaining third party property. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**
- 22.75. To review and agree next steps for a communications strategy for Kemble & Ewen Parish Council** – It was proposed that the council take steps to create a communications strategy by creating a sub-committee once a new councillor is appointed. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**
- 22.76. To review days/times of the month Parish Council meetings** – Item adjourned to November Meeting.
- 22.77. To review and agree any changes to the cemetery charges for burials, interments, and memorials** – It was proposed to increase charges by 5% and to review again in 12 months. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**
- 22.78. To agree advertising of Community Grant Scheme for 2022** – It was proposed to advertise the scheme with a deadline of November so decision can be made at the December meeting. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**
- 22.79. To agree next steps for maintenance of playground equipment requiring attention including fencing at footpath** - Not aware anything urgent in equipment but fence needs attention. Sarah to check lease to see if we have responsibility for fence. Lease is due for renewal soon so reluctant to spend money right now until position is clear.
- 22.80. To receive asset inspection report and agree any actions required** – The asset inspection report was noted and it was agreed that the points raised would be sorted. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**
- 22.81. To agree next steps regarding CDC owned grass verges in Kemble** – It was proposed to ask for a detailed proposal from CDC for review. This was seconded, all remaining councillors voted to agree and the **matter was resolved.**
- 22.82. To agree next steps for 2023/4 Business Plan and associated budget** – Cllr were asked to bring ideas to the next meeting.
- 22.83. To review and approve the following spend:**
- a. £75 contribution to refreshments provided by The Tavern in at the September Litter Pick event
 - b. £38.50 reimbursement to Roger Pettit for leaflet production for jubilee events
 - c. £25 for Remembrance Wreath

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

- 22.84. To review and agree response to CDC regarding New Planning Applications**
- a. To agree whether the Parish Council wishes to make representation at the Planning and Licensing Committee on 14th September 2022 at 10:00am with regards to application 22/00688/FUL Land at New Covert Ewen
This meeting has been postponed. It was proposed that KEPC will make representation at the rearranged meeting. This was seconded, all remaining councillors voted to agree and **the matter was resolved.**
 - b. 22/03004/TCONR | Works to trees in conservation areas for (1) Whitebeam at the front. Reduce all over by up to 2.0m and clear the street light by approximately 0.5m. (2) 2 Maples on the boundary. Reduce all over by up to 3.0m and remove any reversion | Alderley Tamesis Drive Kemble

- c. 22/02642/FUL | Change of use of land for the stationing of 4no. shepherd huts (public house guest accommodation) and hardstanding works | The Tavern Station Road Kemble
- d. 22/02668/FUL | Erection of single-storey rear extension, two-storey rear extension and external alterations | Honeystone House Ewen
- e. 22/02893/FUL | Replacement windows and doors, removal of chimney, replacement of rainwater goods and formation of doorway in south elevation | Fosseview West Lane Kemble

It was proposed to make no objection to applications b) to e). This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

22.85. Financial Matters

- a. To agree to invoice GCC for annual contribution to grass cutting for the sum of £922.08
- b. To review and approve bank statement at August 2, 2022 and complete internal audit check of balances vs statement
- c. To review and approve bank statement at September 2, 2022
- d. To ratify payments made under payment schedule to August 12, 2022
- e. To review and approve payment schedule to September 9, 2022 and sign cheques
- f. To review spend vs budget YTD
- g. To agree budget virement of £1000 from Parkers Bridge and £51.86 from Contingencies to Litter (£600), Website (£110) & Jubilee Celebrations (£341.86)

It was proposed to agree and approve items a. to g. above. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

22.86. Councillor Reports/Items to Note

- a. Highways including Residents Parking Scheme – It is understood that GCC intend to progress the Parking Scheme before the end of the financial year
- b. Police/Crime – nothing to report
- c. Village Appearance – residents in Clayfurlong have asked for wildflower verges.
- d. Playground Inspections – nothing to report
- e. Road Safety - Waiting for response from Matthew Parker assistant road safety engineer on speed camera scheme
- f. Youth facilities/plans – nothing to report
- g. Kemble Community Gardens – nothing to report
- h. Kemble Airfield – nothing to report
- i. Cirencester Light Railway – nothing to report
- j. Planning items noted as follows:
 - i. 22/00468/FUL & 22/00469/LBC | Interior refurbishment, replacement timber windows, roof windows, replacement door and flooring. | Newburn Limes Road Kemble | **Awaiting decision**
 - ii. 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 | **Awaiting Decision**
 - iii. 22/01583/FUL | Conversion and extension of existing garage to form ancillary annexe | Lilac Cottage Kemble Wick Kemble | **Application Permit**
 - iv. 22/01661/FUL | Erection of front porch extension | Morning Dew Kemble Road Cirencester | **Application Permit**
 - v. 22/02203/FUL | Erection of 2 No. agricultural buildings | Smerill Dairy Kemble Farms Kemble | **Awaiting Decision**
 - vi. 22/01829/FUL | Demolition of existing extension and erection of replacement single-storey rear/side extension | The Orchard Old Forge Ewen | **Awaiting Decision**
 - vii. 22/02716/TCONR | Removal of Rowan Tree | 3 Glebe Lane Kemble | **Decided – no objection**

- viii. 22/02410/TPO | Reduce Large Ash | 17 The Oaks Kemble | **Awaiting Decision**
- ix. 22/02274/FUL & 22/02275/LBC | Erection of single-storey rear and link extensions and internal alterations | Mill Farmhouse Mill Farm Ewen | **Awaiting Decision**
- x. 22/02128/FUL | Variation of Condition 2 (Approved plans) of permission 22/00244/FUL - (Variation of Condition 2 (Plans) of permission 19/03417/FUL - Demolition of existing garaging and erection of eight residential dwellings and associated development. Two new vehicular access points, car parking for school staff and adjacent dwellings) | Old School Meadow West Lane Kemble | **Application Permit**

Chairman Signature _____ Date _____



KEMBLE & EWEN PARISH COUNCIL

Bank Reconciliation: August 2, 2022

Receipts July 3, 2022 – August 2, 2022

Date	From whom received	Particulars	Amount
05/07/2022	NS&I	Interest	2.88
02/08/2022	Santander	Interest	0.77

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 06/04/22	£34,160.30
Receipts	£21,369.81
Payments	£10,741.61
New Cash Book balance	£44,788.50

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	£9,112.92
Santander Business Account 41987928	£40,866.58
SUB TOTAL	£49,979.50
Adjustments	
Income not yet banked	£0.00
Unpresented cheques	£191.00
Transfer Business to Saving A/C	£5,000.00
Other	£0.00
Cash Book balance	£44,788.50

Signature _____ Date: _____

Internal Control: Quarterly Cross Check of Bank a/c Balances to Statements

Signature _____ Date: _____



KEMBLE & EWEN PARISH COUNCIL

Bank Reconciliation: Oct 2, 2022

Receipts Sept 3, 2022 – Oct 2, 2022

Date	From whom received	Particulars	Amount
05/09/2022	NS&I	Interest	7.13
29/09/2022	CDC	Precept 2	6986.00
02/10/2022	Santander	Interest	0.75

CASH BOOK STATEMENT OF FUNDS

Cash Book balance b/f 06/04/22	£34,160.30
Receipts	£28,369.45
Payments	£13,405.25
New Cash Book balance	£49,124.50

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	£9,114.44
Santander Business Account 41987928	£45,602.36
SUB TOTAL	£54,716.80
Adjustments	
Income not yet banked	£0.00
Unpresented cheques	£592.30
Transfer Business to Saving A/C	£5,000.00
Other	£0.00
Cash Book balance	£49,124.50

Signature _____ Date: _____

Internal Control: Quarterly Cross Check of Bank a/c Balances to Statements

Signature _____ Date: _____



Payment Schedule:

Payments July 9, 2022 – August 12, 2022

Cheque No.	Invoice Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Authorisation Minute Reference	Budget
102695	31/07/2022	Busy Fingers Ltd	Archive Printing	10.48	2.10	12.58	21.41a	Admin - Contained
102696	04/08/2022	Mrs S Broadley Mrs S Broadley	Salary Salary July 2022	476.19	0.00. 00	476.19	22.11e	Employee – Contained Employee - Contained
102697	12/08/2022	D Keicher	Grant for Refreshments for Litter Pick July 2022 @ £75 per month	75.00	0.00	75.00	22.62b	Litter - Overspend
102698	06/07/2022	Peter Measures	X9 Cemetery Cut & Tidy	720.00	0.00	720.00	Contract – 21.168	Cemetery - Contained
102699	01/04/2022	ICCM	Annual Membership 2022/23	95.00	0.00	95.00	22.11a	Prof. Mem - contained
102700	18/07/2022	Kemble Village Hall	Rent April – June 2022 Telephone March – June 2022	255.38	0.00	255.38	22.11f	Admin - Contained
102701	12/08/2022	Brian Ayres	War Graves Payment – annual maintenance	56.00	0.00	56.00	22.62b	Cemetery - Contained

Chairman Signature: _____ Date: _____

2nd Cheque Signatory: _____ Date: _____



Payment Schedule:

Payments August 13, 2022 – September 12, 2022

Cheque No.	Invoice Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Authorisation Minute Reference	Budget
022301	31/08/2022	Busy Fingers Ltd	Archive Printing	24.00	4.80	28.80		Village Archive - Contained
022302	04/09/2022	Mrs S Broadley	Salary August 2022	476.19	0.00	476.19	22.11e	Employee – Contained
022303	04/09/2022	D Keicher	Grant for Refreshments for Litter Pick Sept 2022 @ £75 per month	75.00	0.00	75.00	22.62b	Litter - Overspend
022304	06/09/2022	A Hind	X9 Playground Inspections	90.00	0.00	90.00	22.11g	Playground - Contained
022305	12/09/2022	The Royal British Legion Poppy Appeal	Remembrance Wreath	25.00	0.00	25.00		Admin - Contained
022306	12/09/2022	PKF Littlejohn LLP	External Audit Fee	200.00	40.00	240.00		Admin - Contained
022307	05/04/2022	Roger Pettit	Reimbursement for Leaflet for Jubilee	38.50	0.00	38.50	22.82b	Jubilee - Overspend

Chairman Signature: _____ Date: _____

2nd Cheque Signatory: _____ Date: _____

Kemble & Ewen Parish Council - YTD Budget Review 2022 / 23

PAYMENTS EX VAT	BUDGET	VIREMENT	AMENDED BUDGET	TOTAL	DIFFERENCE	% SPENT	RECEIPTS	BUDGET	TOTAL	DIFFERENCE
Employees	£7,000.00		£7,000.00	£2,025.89	£4,974.11	29%		£27,943.90	£20,958.00	-£6,985.90
Administration	£5,000.00		£5,000.00	£357.27	£4,642.73	7%		£0.00	£41.25	£41.25
Grass Cutting	£7,000.00		£7,000.00	£0.00	£7,000.00	0%		£900.00	£0.00	-£900.00
Professional Memberships	£700.00		£700.00	£342.00	£358.00	49%		£0.00	£356.00	£356.00
Training	£200.00		£200.00	£0.00	£200.00	0%		£0.00	£0.00	£0.00
Playing Field	£5,000.00		£5,000.00	£854.35	£4,145.65	17%		£0.00	£2.86	£2.86
Cemetery	£2,500.00		£2,500.00	£120.00	£2,380.00	5%		£0.00	£0.00	£0.00
Grants	£700.00		£700.00	£0.00	£700.00	0%		£0.00	£0.00	£0.00
Village Environment	£2,000.00		£2,000.00	£0.00	£2,000.00	0%		£1.00	£0.00	-£1.00
Community Gardens	£300.00		£300.00	£0.00	£300.00	0%		£0.00	£11.70	£11.70
Village Web Site	£250.00		£250.00	£360.00	-£110.00	144%		£0.00	£0.00	£0.00
Road Safety	£700.00		£700.00	£0.00	£700.00	0%		£0.00	£0.00	£0.00
Defibrillator	£200.00		£200.00	£0.00	£200.00	0%		£0.00	£0.00	£0.00
Litter	£200.00		£200.00	£225.00	-£25.00	113%				
Contingencies	£5,000.00		£5,000.00	£0.00	£5,000.00	0%				
Chairmans Allowance	£100.00		£100.00	£0.00	£100.00	0%				
Parkers Bridge - footbridge	£1,000.00		£1,000.00	£0.00	£1,000.00	0%				
Build Reserves (playground./cemetery)	£4,000.00		£4,000.00	£0.00	£4,000.00	0%				
Kemble Green (previously Beehive)	£300.00		£300.00	£0.00	£300.00	0%				
Kemble Kids	£400.00		£400.00	£0.00	£400.00	0%				
Publicity	£500.00		£500.00	£0.00	£500.00	0%				
1st Aid Courses	£500.00		£500.00	£0.00	£500.00	0%				
Planning	£100.00		£100.00	£0.00	£100.00	0%				
Jubilee Celebrations	£1,000.00		£1,000.00	£1,303.36	-£303.36	130%				
Village Archive	£500.00		£500.00	£0.00	£500.00	0%				
TOTAL PC EX VAT	£45,150.00	£0.00	£45,150.00	£5,587.87	£39,562.13	12%	OVERALL TOTAL	£28,844.90	£21,369.81	-£7,475.09