



# **Kemble & Ewen Parish Council Business Plan 2023 - 2024**



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## **1. Introduction**

- 1.1. Kemble & Ewen Parish Council (KEPC) is situated in the Cotswold District Council area, in the county of Gloucestershire. It is located on the southern edge of the County, part of the southern parish boundary is the boundary with the County of Wiltshire. The Parish comprises the villages of Kemble and Ewen and the hamlet of Kemble Wick.
- 1.2. The northern edge of the Parish, defined by the Fosse Way is also the southern boundary for the Cotswold ANOB
- 1.3. Kemble village has 2 conservation areas.
- 1.4. Kemble is close to the source of the river Thames and the Thames path passes through the Parish.
- 1.5. Kemble has a mainline railway station. This is a historic, listed structure. There has been relatively little change to it in the last 100 years.
- 1.6. There is a Neighbourhood Plan, confirmed by Cotswold District Council (CDC) and adopted by public referendum in 2021. The Council is guided by the policies in its response to planning applications and policy consultation documents issued by CDC

## **2. KEPC Values, Vision and Objectives**

### **2.1. Values**

By working with residents, local authorities, partner organisations, and other agencies, the Parish Council seeks to make Kemble & Ewen Parish a safe, healthy, prosperous and sustainable community, with an improved quality of life for all residents. It strives to ensure that the unique essence, spirit and tradition of the Parish is maintained whilst providing for the evolving development of the village in line with modern requirements, pressures and technological advances.

### **2.2. Vision**

- 2.2.1. The Parish Council aims to promote equal opportunity and the ability of present and future residents of Kemble & Ewen Parish to live, work and play in a community without any prejudice in terms of race, gender, sexual orientation, age, disability, ethnic origin or religion. To achieve and maintain this vision, the Parish Council will examine all potential initiatives, projects and proposals – including new development, planning applications and policies – to ensure that there is no adverse impact on the quality of life for current and future residents of the Parish.
- 2.2.2. By planning for future activities in the Parish, a proactive stance is projected, rather than a reactive response to events.
- 2.2.3. The Council firmly believes in maintaining the fabric of the village. The Council aims to support the key elements eg School, Village Hall, Church, Public Houses, Doctors Surgery & Shop whenever possible and to work with them for the overall good of the village.

### 2.3. Objectives

- To provide a nonpolitical, democratic and representative voice for the community;
- To promote and represent the community's views at local, district and county level;
- To strive to ensure there is a fair share of investment in the Parish by local, county and regional authorities in services that benefit the community;
- To ensure good governance and to be a professional and competent council, that is fully open and accountable to the community and ensures sound financial management of council resources;
- In addition time will be allowed at each Council meeting for residents to express their views
- To provide cost effective services, amenities and facilities to help meet the needs and expectations of Parish residents, businesses and community groups;
- To promote a healthy, sustainable and balanced community that is free from discrimination, safe and prosperous and retains an attractive and sustainable environment;
- To protect the heritage and attractive environment of the Parish and promote and encourage initiatives to enhance its appearance;
- To protect the network of Public Footpaths, encourage and promote the creation of permissive footpaths as additions to the local footpath network. The aim is to promote additional access to the countryside for villagers and tourists visiting the area.
- To respond effectively to the challenges facing the community and to promote and develop new initiatives and services that address these challenges;
- To encourage and support local businesses;
- To encourage and support the provision of housing that meets the needs of the community, especially affordable housing for younger residents together with smaller dwellings designed for older residents downsizing.
- To resist inappropriate development within the Parish and encourage only development that meets local needs;
- To work with the Environment Agency, Gloucester County Council and others to reduce the risk of future flooding.
- To provide and maintain high quality leisure and recreation facilities for all sections of the community;
- To support and encourage Kemble Community Gardens and take steps to meet increasing demand for allotments.
- To monitor and report on undesirable activities such as crime, fly tipping or antisocial behavior and seek to ensure through the appropriate authorities that such matters are dealt with promptly.
- To provide public services including; a burial ground and cemetery;
  - maintenance of the closed churchyard
  - provision of litterbins and roadside seats.
  - The current cemetery is nearly full and the Council is looking for a suitable additional site.
- Installation of a pedestrian crossing on the A429 adjacent to Top Farm development.
- To support and encourage the development of a cycle track and footpath between Kemble and Cirencester, using where possible the disused railway line.

### **3. Background:**

- 3.1. Parish councils are the most common type of local council. They were constituted by the Local Government Act 1894 taking on powers and duties which, until then, had been administered by churchwardens and overseers of the poor. The current powers and duties of parish councils are derived from various parts of legislation.
- 3.2. Local councils in England operate within a legal framework which provides them with the necessary statutory powers and authority to deliver local public services. There is no one source of the legislation supporting this legal framework and the framework itself is constantly being updated.
- 3.3. Local councils and their clerks must always be aware of and have regard to the legal power they are exercising when deciding on any action including to spend public money. The council clerk is the council's Proper Officer and the primary source of advice to the council as they prepare to make decisions requiring the exercise of their legal powers.
- 3.4. The exercise of legal powers must always be carried out reasonably. For that reason, councils making decisions are expected to and must always understand what power they are exercising in the context of their decision making.
- 3.5. It follows, therefore, that it would be unreasonable for a council to make a decision when it as an entity does not, or councilors individually do not, understand what legal power they are exercising, or whether the power is current, applicable and correct.
- 3.6. Parish councils exist to consider community affairs and exercise the powers bestowed on them. The council itself is made up of councilors who are either elected by local residents or selected to fill vacancies. Each local council has a clerk who acts as the chief officer and is the council's Proper Officer. Depending on size, local councils may employ a number of additional staff.
- 3.7. For most parish councils, the majority of income is derived from the precept, which is an annual charge on local taxpayers. The precept is set each year by a parish council as part of its annual budgeting process and is collected on the parish council's behalf by the local authority responsible for collecting council tax for its area. The level of precept depends on the nature and scope of the parish council's activities.
- 3.8. There are other resources available to parish councils in addition to the precept. Many parishes receive interest on bank balances, grants and income from charges for the use of their facilities (through, for example, hall hire charges, burial fees, sports facility rents, car parks etc.) and in some cases from returns on investments.
- 3.9. Where a Council has a Neighbourhood Plan that has either been adopted by referendum or reached Regulation 18 in the approval process then an additional source of income is the Community Infrastructure Levy (CIL). This charge is now

levied on all new dwellings including extensions and replacement where the internal floor area over 100 square meters in total.

#### **4. Why has the Parish Council produced a Business Plan?**

- 4.1. This Business Plan will provide the local community and partner organizations with clear information about how the Parish Council intends to conduct its business over the next year and will set out expectations for partnership working in a rational, clearly argued and accurately costed document that explains and justifies how it spends its allocated budget.
- 4.2. To ensure it is consistent with residents' wishes, it will need ongoing input and feedback from the community. The Parish Council will request and respond to that feedback and regularly consult through communications channels, including the website, public meetings, the Parish newsletter and local media. The Business Plan, and subsequent updates, will be made available for community scrutiny on the Parish Council website.
- 4.3. The Business Plan will need to respond to changing circumstances and community requirements and will therefore be a living document that is reviewed, tested and amended on an annual basis. It will also be used to inform the budget process, plan future activities and enable the Parish Council to monitor progress against its key priorities. Progress on Business Plan objectives will be regularly reviewed at Parish Council meetings.

#### **5. KEPC Council overview**

- 5.1. As a Parish Council, KEPC operates at the third tier of local government, after County and District, yet it has the closest links of all to the community and a pivotal role in promoting and representing Parish interests. The Parish Council aspires to be nonpolitical, responding pragmatically to local problems and reflecting community interests into the political arena at District and County Council level. Within a limited remit, the Parish Council provides and monitors services and amenities to meet local need, works to influence critical decision-makers and to improve the quality of Parish life. The Parish Council exists to represent the views of the community and provide cost-effective, innovative local services and amenities.
- 5.2. Residents elect Parish Councilors every four years. The Council elects a chair and vicechair at the Annual Meeting of the Parish Council. It reports to the community at the Annual Meeting of the Parish. It reviews the previous year and allows residents to raise issues of interest or concern. Councilors are unpaid and receive no allowance for their time other than travel costs for duties beyond the Parish. They commit their time to contribute to improving Kemble & Ewen as an attractive and sustainable place in which to live, visit and do business. Details of all the parish Councilors can be found at [www.kembleandewen-pc.gov.uk](http://www.kembleandewen-pc.gov.uk).
- 5.3. Like many other small parishes, KEPC faces the challenge of finding sufficient residents with the time and commitment to serve on the Council, and needs to coopt members from time to time. Not having sufficient serving councillors puts an additional strain on the others as the same amount of work has to be undertaken by fewer people. The Parish Council will continue to encourage more residents to

serve on the Council, including providing opportunities for residents to involve themselves with specific projects that they may have some particular interest or expertise in.

## **6. Governance of the Parish Council**

- 6.1. Governance and Accountability for Local Councils, A Practitioners' Guide (England), March 2014 provides the policy and regulatory basis for the Council.
- 6.2. The Council has published Standing Orders which control how the Council may act and the rules governing debates during meetings. These are based on the Model Standing Orders (2018) issued by NALC. These are updated in line with changes in legislation, but they are also reviewed annually.
- 6.3. The Council has published Financial Regulations which control how the Council may act and the rules payments and the handling of public money. These are based on the NALC Model Financial Regulations April 2019. These are updated in line with changes in legislation, but they are also reviewed annually.
- 6.4. The Council has a policy of proportional response to risk. The Council has a risk Management Policy which is reviewed annually.
- 6.5. The Council follows the “Proper Practices” for audit as published by the Department for Communities and Local Government DCLG Circular 03/2006.
- 6.6. Kemble & Ewen Parish Council is committed to being open and transparent in the way it conducts its decision making. Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public provided the published Audio-Visual policy is followed.
- 6.7. The Council has achieved recognition of its standards and business practice through the Local Award Scheme, it holds the Foundation Award. This replaces the former Quality Council standard.
- 6.8. The Council has a suitably qualified clerk, to CiLCA level. Payments will follow the nationally agreed pay scales.
- 6.9. Expenditure policy will be in accordance with GAPTC guidelines on "Best Value". Quarterly Councilors will be given a statement of the current financial position to enable expenditure to be compared to budget. The Council aims to follow “Best Practice” in all financial matters. The Council accounts are always audited in line with the requirements of the Accounts & Audit Regulations 2003.
- 6.10. The rules governing Council Members Code of Conduct are defined in Chapter 7 of Localism Act 2011 and in the secondary legislation “The relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.1.2012/1464). To meet this obligation the Council has adopted the template regulations published by CDC. This is a logical move as CDC is the Councils monitoring body for Conduct issues. All Councilors will observe the principles of conduct and standing orders and chairmanship, declaring matters of interest before meetings. All Councilors have completed the Register of Personal Interests.
- 6.11. The Council is an equal opportunities employer.
- 6.12. The Council has adopted the CDC Independent Review Panel Report on payment of allowances to Parish Councilors. The reason for this is that whilst some members will choose to meet any expenses from their own means, the ability or willingness to do this should not act as a restraint on people prepared to work for the village.

## **7. SECTION 137 PAYMENTS**

- 7.1. S137 payments cannot be used by councils that exercise the General Power of Competence other than for charitable donations over £2,000

## **8. VILLAGE HALL**

- 8.1. Repairs and improvements are the responsibility of the VHMC. The Parish Council will provide a member of the VHMC who will represent the Council's interests and provide a communications link. The VHMC are requested to copy all minutes to the PC clerk and to consult on any proposals for significant change
- 8.2. The Village Hall has been extensively refurbished in the last few years to create a better environment for current users and to help encourage additional use.
- 8.3. The daily use and management of the village hall will be co-ordinated through the offices of the Village Hall Management Committee. The operation and the fabric of the existing hall will be protected and maintained as necessary.
- 8.4. Encouragement and support will be given to the VHMC to make wider use of the hall, e.g. Rural Cinema, youth entertainment etc.

## **9. PROJECTS OUTSTANDING FROM 2020 –2021**

Whilst the Council endeavour to complete projects as quickly as possible, there are inevitably occasions when delays occur.

- 9.1. Village Environment was always going to be long term project, various ideas are still at the planning stage, and further amenity planting will follow.
- 9.2. Implementation of parking restrictions in the village that were part of the new station car park planning permission has been a difficult issue to get broad agreement on. A revised scheme was presented to the Village in a full legal consultation in May 2022, this included a drop in session in the village Hall. GCC Highways analysed the responses and made some small modifications to the scheme. There was another consultation period in November 2022 on the amendments only. Hopefully this means we will get the scheme implemented in the near future.

## **10. THE BUDGET – Expenditure:**

### **10.1. EMPLOYEES**

- 10.1.1. The Council has one part time worker:

#### **10.1.2. The Clerk:**

The position of Clerk is central to the smooth running of the Council. The Council is fortunate that the current Clerk has achieved the CiLCA (Certificate in Local Council Administration) qualification. The council will continue to provide further training as necessary. The Clerk is employed by the Council.

- 10.1.3. Every organisation that runs an event for children on behalf of the Council or uses Council property or buildings must have appropriate insurance. In addition, they must have Safeguarding and Vulnerable adult policies in place, including Disclosure & Barring checks where appropriate.

### **10.2. ADMINISTRATION**

- 10.2.1. This heading covers the day to day running costs of the Council. Some specific larger areas of expenditure within this heading are:



10.2.2. Meeting Venue

The Council will continue to meet approximately every 4 weeks in 2023 due to the increased workload. Meetings are generally held in the village hall, paying the agreed hire fees to the Village Hall Management Committee. When it is not possible to hold physical meetings then, when legislation permits the Council will use Zoom or a similar online platform to host meetings, in these cases the link to the meeting will be publicly available.

10.2.3. Insurance

The Council will insure as deemed appropriate and to meet its obligations in respect of public and employer's liability, etc. These will be reviewed at least annually, to take account of any new legislation and changing circumstances.

10.2.4. Audit Fee

The Council has an independent internal Auditor to monitor the accounts. The accounts are also subjected to an independent external audit. The Council will observe all requirements and guidelines in connection with expenditure and record keeping.

10.2.5. Administration Expenses

Expenditure directly related to the performance of the Parish Councils activities (postage, printing, etc).

10.3. GRASS CUTTING AND VERGE MANAGEMENT

10.3.1. The current practice of inviting at least three contractors to tender for the work will continue, if possible. The specification, particularly the timing of the cuts will be kept under review.

10.3.2. The Council has successfully found a local person to undertake the care of the Cemetery. The "personal" touch has produced a much higher standard than the contractor. This is at a higher cost.

10.3.3. The Council will recover from the County Council the cost of cutting verges for which the county has a responsibility.

10.3.4. The principle of "Best Value for Money" will be observed.

10.3.5. The season will run from the first week in March to the end of October -with the possibility of a final cut in November, depending on a mild autumn.

10.3.6. The Council will award a contract of up to 3 years in length where this would be beneficial. The contract is due for renewed in January 2024.

10.4. PROFESSIONAL MEMBERSHIPS

10.4.1. G.A.P.T.C. Membership of the association will be continued, advantages include:

10.4.1.1. Free Legal Advice.

10.4.1.2. Increasing Liaison/Insight into other Glos. Councils.

10.4.1.3. Advance notice of Changes in Central Government policies, particularly effects on Parish Councils of the 2000 Rural White Paper Reforms.

10.4.1.4. Inclusions of PC's Opinions in formal NSLC submissions to Secretaries of State.

10.4.2. S.L.C.C Membership of the organisation will be continued, advantages include:

10.4.2.1. Access to additional training options

10.4.2.2. Subsidised training.



- 10.4.2.3. Discounted publications.
- 10.4.2.4. Very effective help and support to Clerk.
- 10.4.3. I.C.C.M Membership of the organisation will be continued, advantages include:
  - 10.4.3.1. Updates on best practice and policy
  - 10.4.3.2. Updates on Legal changes
  - 10.4.3.3. Education and Training in this specialised area.
- 10.4.4. I.C.O. This is a legal requirement under GDPR

(GAPTC: Glos. Association of Parish & Town Councils, SLCC: Society of Local Council Clerks, ICCM: Institute of Cemetery & Crematoria Management, ICO: Information Commissioners Office.)

## 10.5. TRAINING

- 10.5.1. The Training of Councillors and Clerk is acknowledged as a prime requirement for good practice in Local Government. Training is also an integral part of the Local Council Award scheme. Other employees may also require training, to improve skill levels or to meet new legislation.
- 10.5.2. Councillors will be encouraged to undertake training as necessary, for example in planning and procedural matters.
- 10.5.3. New Councillors will be offered introductory training and support.
- 10.5.4. Other employees will be offered training as the need arises.
- 10.5.5. The Council will try to make any training as “user friendly” as possible by providing local venues and timings that fit in with work and family commitments wherever possible.
- 10.5.6. The cost of relevant training will be met from Council funds.

## 10.6. PLAYING FIELDS (includes Lease renewal and repair costs)

- 10.6.1. The Windmill Park play area opened in October 2003 marked the successful culmination of the KAP initiative. The Council will now maintain and insure the new area.
- 10.6.2. The equipment installed in Windmill Park is now out of warranty and it is inevitable that maintenance costs will rise. There has also been some occasional, minor vandalism.
- 10.6.3. The Council seeks to improve these facilities and assist and encourage the provision of additional facilities at other potential sites in the village as opportunities arise.
- 10.6.4. All possible avenues for grants and fund raising will be explored in any future projects. The Council will seek to develop additional facilities where possible.
- 10.6.5. The Council is prepared to support other appropriate ventures, which encourage use of the playing field.
- 10.6.6. The “Zip” wire was installed in 2012, funded by the remaining Old Manor Gardens S106 contribution.
- 10.6.7. The play area Windmill Park is inspected weekly and a written record kept. This is to identify any problems, to keep the area tidy, to comply with Health & Safety regulations. This role is currently undertaken by a self-employed contractor. This contractor has been trained and is fully qualified to inspect

playgrounds.

#### 10.7. CEMETERY

10.7.1. The Council reviews the charges and also the regulations governing the type of memorial and its subsequent maintenance at least every 5 years but more often if circumstances change. The last review was in 2019.

10.7.2. The majority of the remaining available space was consecrated during 2006. However, a small area has been left for people who do not wish to be buried in consecrated ground.

10.7.3. The Council undertakes a survey of all memorials within the Cemetery at least annually. The results are recorded in the minutes of the Council meeting following inspection.

#### 10.7.4. CEMETERY CAPACITY

10.7.4.1. The Council has decided in principle to look for a new Burial Ground, as the existing site is nearly full.

10.7.4.2. Currently the Council is identifying potential sites and initial surveys to gauge suitability have been commissioned.

10.7.4.3. A decision to purchase additional land would be a major financial commitment.

#### 10.8. GRANTS

10.8.1. The Council intends to give a defined amount of money each year to local projects and initiatives. It is intended that organisations could bid for the money for the following year, to enable proper budgetary provision to be made.

10.8.2. The allocation of the money is a full council decision. The money can be either one grant or several, entirely at discretion of the Council.

#### 10.9. VILLAGE ENVIRONMENT

10.9.1. An analysis of the Parish Plan shows strong support for improvements to the Village environment.

10.9.2. The Council will produce and implement a tree planting scheme for both Kemble and Ewen. This will include both small groups of trees and perhaps individual trees in landmark locations.

10.9.3. The Council supports the recycling of as much household waste as possible.

10.9.4. The Council will continue to liaise with local landowners to create permissive paths around the village. The Council does not have the power to make footpaths but by working with landowners in this way some of the Parish Plan objectives can be met eg a safe walking path between Kemble & Ewen.

10.9.5. The Council is keen to support other Green Initiatives suggested by residents where possible.

#### 10.10. KEMBLE COMMUNITY GARDENS

10.10.1. The Council leases the site and supports this initiative, developed as a result of the 2007 Parish Plan.

10.10.2. This project is managed by a group of Villagers, not by the Council.

- 10.10.3. The current lease with site owners CDC expires in August 2023.
- 10.10.4. The Community Gardens site has been given provisional approval as a “Green Space” under the new category in NPPF 2012.
- 10.10.5. The Council is working with CDC towards a long-term future for this valuable initiative, ideally with Village ownership of the site.

10.11. VILLAGE WEB SITE

- 10.11.1. This has already been mentioned as a key part of the Council’s communication strategy
- 10.11.2. The Council supports the [www.Kemble.co.uk](http://www.Kemble.co.uk) web domain for used by various village organisations, including a Village Events calendar and Village Hall booking form.
- 10.12. The Parish Council has its own website [www.kembleandewen-pc.gov.uk](http://www.kembleandewen-pc.gov.uk) which runs in addition to the village website in order to comply with Accessibility requirements and improve the profile of the Parish Council.

10.13. ROAD SAFETY

- 10.13.1. The general policy will be to seek to identify and promote preventative measures to reduce accident risk for all categories of road users.
- 10.13.2. The Council will continue to liaise with GCC Highways Engineers and our County Councillor in matters of road surfaces, road crossings, speed limits and signage.
- 10.13.3. The Council has regular meetings with Glos County Council Highways Officer to discuss road safety improvements in the villages, among the items currently being discussed are:
  - 10.13.3.1. Traffic speed on A429.
  - 10.13.3.2. Traffic speed and congestion in Windmill Road.
  - 10.13.3.3. A parking restriction scheme specifically to control commuter parking in Station Road, Windmill Road and elsewhere in the Village.
  - 10.13.3.4. Traffic speed in Ewen.
  - 10.13.3.5. Traffic Speed and increased traffic flow in West Lane, Kemble.
  - 10.13.3.6. Enforcement of the existing ban on HGV traffic through Ewen.
  - 10.13.3.7. Liaison with the Police re: Accidents and their effects on our discussions with GCC will be maintained. The Council endeavours to have a representative at all road safety meetings organised by the Police.
- 10.13.4. This item is expected to be a Council meeting agenda item from time to time, so that progress on various items can be monitored and progressed.
- 10.13.5. The Council will continue to support the Community Speed Watch team.
- 10.13.6. When conducive to the progress of a road safety project, the Council will consider a contribution towards costs.

10.14. DEFIBRILLATOR

- 10.14.1. The Parish now has 3 working defibrillator units, located at Kemble Village Hall, Ewen phone box and The Tavern public house in Kemble.
- 10.14.2. This project is entirely led by a residents group and is outside of Parish Council management.

- 10.14.3. The Parish Council is very supportive of this project and has provided match funding to help launch the project.
- 10.14.4. The residents group aims to continue fund raising to cover annual running costs but the Council has agreed to meet any shortfall, (in line with financial regulations).

10.15. LITTER

- 10.15.1. Litter is an ongoing problem in the village.
- 10.15.2. Following the award winning performance of a village working group in 2016 as part of the "Clean for the Queen" initiative, the council is working with this group to develop a longer term strategy.
- 10.15.3. The Council will sponsor and support village clean-up campaigns, perhaps in conjunction with CDC's "Spring Clean" days in the Spring & Autumn.
- 10.15.4. There is currently a new initiative run in conjunction with the village pub, The Tavern that is aiming to run at least once a month

10.16. CHAIRMAN'S ALLOWANCE

- 10.16.1. This is a sum made available to the Chairman of the Council to cover expenses that fall to him or her specifically due to their position. The amount allocated is at the full Council's discretion. The Chairman can opt not to use the money if he / she so wishes.

10.17. KEMBLE GREEN

- 10.17.1. This used to be referred to within the Council plan as The Beehive. Kemble Green is a more inclusive name for the whole area.
- 10.17.2. The "Beehive" is a prominent feature of the village and should be maintained. The council intends to undertake general maintenance to ensure its long-term survival.
- 10.17.3. The Council intends to maintain the whole area as a community asset

10.18. KEMBLE KIDS

- 10.18.1. This an initiative run by local volunteers to provide activities for children in the summer holidays.

10.19. PUBLICITY

- 10.19.1. The Council will produce an Annual Report to be distributed to every house in the area via the website.
- 10.19.2. The Council believe that good communications are essential to maintain vibrant village community and businesses.
- 10.19.3. The Council will encourage public attendance at meetings and give opportunities for parishioners to speak. This opportunity is now at the beginning of the meeting to try and encourage more villager participation and involvement. The Council has published "Public Participation Rules".
- 10.19.4. The Council will organise extra public meetings as required when necessary to gauge public opinion.
- 10.19.5. The Council will attend village functions either formally or informally to provide opportunities for parishioners to speak to members in less formal

situations. Building on the successful attendance at the village fete we hope to make this more interactive in coming years

- 10.19.6. The Council will provide public notice boards in each of the main population centres.
- 10.19.7. The Council will publish regular articles in the Parish Magazine, and it is available on the Council web site.
- 10.19.8. The village is well served by the Newshound column in the Standard, which is read by many in the village. The Council will ensure that prompt reports of Council meetings and events are passed to the Standard for inclusion.
- 10.19.9. The Council has Publication Scheme. Any documents covered by this are available from the clerk. A small charge may be made to cover costs.
- 10.19.10. All the relevant Council documents, including Policies, Procedures as well as meeting papers and minutes are published on the website.

#### 10.20. 1<sup>st</sup> AID COURSES

- 10.20.1. Courses are run every 3 years
- 10.20.2. These are open to all villagers, to maintain their current qualification or learn a new skill
- 10.20.3. The Council see these courses as a key component of village resilience

#### 10.21. PLANNING

- 10.21.1. The Council will take steps to obtain and vigorously represent local opinion in connection with planning applications, deploying planning law to best effect and to pursue the reasonable aspirations of residents.
- 10.21.2. The Council is keen to talk to all potential applicants before planning application is submitted to try and avoid unnecessary objections and delays.
- 10.21.3. To ensure that local opinion is marshalled and represented, the planning sub-committee will ensure an awareness of planning laws and when necessary, obtain external advice and guidance.
- 10.21.4. References to, and opinions from, the neighbours of such applications and Parishioners will continue. A record of these observations, together with the results of the application will be maintained.
- 10.21.5. For significant developments public meetings will be held.
- 10.21.6. In addition to the Conservation statement the council has also supported the production of a supplementary Landscape Appraisal statement.
- 10.21.7. The Council will monitor the agreed planning controls on developments at the Airfield. The joint approach with other local Parish Councils was an important factor in the successful outcome.

#### 10.22. VILLAGE ARCHIVE

- 10.22.1. A number of residents have suggested that an archive be established to help preserve the historical record of the village
- 10.22.2. The Council supports this initiative
- 10.22.3. A search for suitable premises is underway Meanwhile copies of historic documents are being stored on the website.

**10.23. CORONATION CELEBRATIONS**

- 10.23.1. The Council aims to help and support planning for the celebrations in the May 2023
- 10.23.2. The Council as allocated some funding to assist where appropriate
- 10.23.3. How this money is allocated is a full Council decision.

**10.24. Winter Cost of Living Crisis Support**

- 10.24.1. The Parish Council is keen to support initiatives developed by villagers to help support people through the cold winter period,
- 10.24.2. Toasty Tuesdays is the first project,
- 10.24.3. Support is available for other initiatives.

**10.25. Election Costs**

- 10.25.1. CDC have decided to make Parish Councils pay for the costs of any local election that needs to be held in their area.
- 10.25.2. Where a local election coincides with a CDC election and/or national elections then costs will be shared.
- 10.25.3. This means that in May 2023 when we have a full Parish Council election and CDC elections the cost to KEPC will be £600.
- 10.25.4. If a Parish council only election should be called later in 2023 if vacancies have occurred, then the cost to KEPC will be £1,700

**10.26. RESERVES**

- 10.26.1. As with any budgeting procedure, this plan is based on assumptions about expenditure levels within each category. The Reserve fund provides both for unexpected expenditure within budget headings & for totally unforeseen items that may arise.
- 10.26.2. Best Practice for Parish Councils requires the holding of 6 months Revenue Expenditure.
- 10.26.3. Committed Funds: There are funds within the Council Accounts that are committed to specific projects. These will be invested for maximum returns within the rules covering Parish Council Investments.

**11. THE BUDGET – Receipts:**

**11.1. PRECEPT**

The primary source of funds for all routine parish Council activities will be the annual Precept. However, the terms drawn from the village appraisal of "Private Contribution", "Moderate & Higher Council Tax" "Fundraising" and "Sponsorship" acknowledge that some form of self-help is acceptable and necessary.

**11.2. GRANTS**

- 11.2.1. The Council and the various committees and working groups will consider applying for monies from the many bodies who provide grants (community services grant, GRCC, parish plan grant scheme etc) where assistance is appropriate to meet the objectives.

11.3. AGENCY SERVICES

- 11.3.1. Funds received to maintain the war graves in Kemble Cemetery
- 11.3.2. Funds received from Gloucestershire County Council for Thames Path maintenance.
- 11.3.3. Funds received from Gloucestershire County Council for grass cutting works on verges within the Parish, which would normally be GCC responsibility.

11.4. BURIAL GROUND FEES

- 11.4.1. This heading covers money raised from the Cemetery

11.5. PLAYING FIELD

- 11.5.1. Money raised from the hire of the playing field.

11.6. BUSINESS ACCOUNT INTEREST

- 11.6.1. Deposit Account interest, interest on the Council financial reserves.

11.7. MISCELLANEOUS

- 11.7.1. As its name would suggest, this is for those little items that do not fit anywhere else.

11.8. NATIONAL SAVINGS ACCOUNT

- 11.8.1. The money that is held in this account was left over when the village Youth Club was wound up some years ago, together with the accumulated interest.
- 11.8.2. The council is holding this money until required for a new youth club or the decision is made to use the money on an appropriate youth project.

11.9. NATIONAL SAVINGS INVESTMENT BOND

- 11.9.1. The developer of West Hay Grove provided this money to pay for future maintenance of West Hay Green. It is legally ring fenced for this purpose.

**BUDGET 2023- 2024 COMPARED WITH BUDGET PREVIOUS 4 YEARS**

**NOTES FOR BUDGET ON NEXT PAGE**

- 1. Employees are paid in line with national scales.
- 2. Receipts are anticipated to be very similar to last year.
- 3. Committed Funds are “ring fenced” for specific projects.
- 4. Agency Services – GCC payment for grass cutting carried out on their behalf.



	Yr End	Yr End	Yr End	F'cast YrEnd	BUDGET
EXPENDITURE	2019-20	2020-21	2021-22	2022-23	2023-24
Employees	£ 5,357.76	£ 5,394.17	£ 5,500.62	£ 5,500.00	£ 7,000.00
Administration	£ 3,345.27	£ 3,060.26	£ 3,496.04	£ 4,000.00	£ 5,000.00
Grass Cutting	£ 4,840.00	£ 6,160.00	£ 3,440.00	£ 9,870.00	£ 7,000.00
Professional Memberships	£ 201.00	£ 239.00	£ 510.80	£ 700.00	£ 700.00
Training	£ 350.00	£ 50.00	£ 220.00	£ 200.00	£ 400.00
Playing Field	£ 2,118.75	£ 1,192.58	£ 2,092.61	£ 2,497.85	£ 5,000.00
Cemetery	£ 2,427.12	£ 3,545.00	£ 1,316.00	£ 2,000.00	£ 2,500.00
Grants	£ 435.00	£ 700.00	£ 400.00	£ 700.00	£ 700.00
Village Enviroment	£ 2,456.32	£ 397.38	£ 1,086.25	£ 1,000.00	£ 2,000.00
Community Gardens	£ 154.80	£ 50.00		£ -	£ 50.00
Neighbourhood Plan	£ 5,075.00	£ 140.00		£ -	-
Village Web Site	£ 41.88	£ 1,009.00		£ 669.60	£ 850.00
Road Safety	£ 499.00			£ -	£ 1,000.00
Defibrillator	£ -			£ 613.00	£ 200.00
Litter	£ 287.68		£ 247.45	£ 750.00	£ 1,000.00
Contingencies					£ 5,000.00
Chairmans Allow ance					£ 100.00
Parkers Bridge					
Build Reserves (playground./cemetery)				£ 4,000.00	£ 5,000.00
Kemble Green (previously Beehive)					£ 300.00
Kemble Kids					£ 400.00
Publicity	£ 172.30				£ 500.00
1st Aid Courses	£ 25.00			£ 700.00	
Planning	£ 7.00				£ 100.00
Jubilee Celebrations				£ 1,341.86	
Village Archive				£ 200.00	£ 200.00
Coronation Celebrations					£ 1,500.00
Winter/Cost of Living Crisis Support					£ 1,000.00
Election Costs					£ 2,300.00
Village Hall Repairs			£ 500.00		
VE Celebrations		£ 105.00			
Laptop		£ 357.50			
Pedestrian Access Station pt2		£ 8,000.00			
A429 Verge Enhancement	£ 247.60				
Footpath Corner Ew en Rd	£ 2,610.00				
PAYE	£ 39.08				
Youth Club	£ 500.00				
<b>TOTAL</b>	<b>£31,190.56</b>	<b>£30,399.89</b>	<b>£18,809.77</b>	<b>£ 34,742.31</b>	<b>£49,800.00</b>
<b>INCOME</b>					
Grants	£ 3,898.00			£ 41.25	
Agency Services	£ 922.08	£ 922.08	£ 922.08	£ 900.00	
Burial Ground Fees	£ 946.00		£ 931.00	£ 356.00	
Playing Field		£ 531.00			
Bank A/C Interest	£ 2.36	£ 4.03	£ 0.12		
Saving A/C Interest	£ 13.26	£ 0.06	£ 0.24	£ 8.82	
Miscellaneous				£ 2,937.55	
NS Investment Account	£ 14.48	£ 13.13	£ 0.18		
NS Bond Interest	£ 80.76	£ 58.44	£ 6.77	£ 58.68	
Community Garden					
<b>TOTAL</b>	<b>£ 5,876.94</b>	<b>£ 1,528.74</b>	<b>£ 1,860.39</b>	<b>£ 4,302.30</b>	<b>£ -</b>
Requiring funding					£49,800.00
Use of exsting funds					£19,607.66
Use of Reserves					
<b>PRECEPT</b>	<b>£23,566.00</b>	<b>£25,765.00</b>	<b>£26,681.00</b>	<b>£ 27,944.00</b>	<b>£30,192.34</b>
VAT Paid	£ 2,805.07	£ 1,915.45	£ 1,267.78	£ 2,201.64	
VAT Reclaimed	£ 2,695.36	£ 709.74	£ 2,881.75	£ 2,200.00	
<b>Balance BF</b>	<b>£30,821.19</b>	<b>£28,963.86</b>	<b>£24,652.00</b>	<b>£ 35,997.59</b>	<b>£33,499.94</b>

**LEGAL AUTHORITY**

The Council is legally bound to spend and receive money only when allowed by statute. This list is a guide to the specific legal powers employed for each of the main areas of Council expenditure and receipts. As a Quality Council there are a number of additional spending powers available. The first one we have chosen to use is the General Power of Competence.

**PAYMENTS**

Employees	Local Government Act 1972 s.112 / Refuse Disposal (Amenity) Act 1978 s.6
Administration	Local Government Act 1972 ss.111, 140 & 163
Grass Cutting	Highways Act 1980 s.96 / Open Spaces Act 1906 s.10 / Public Health Act 1875 s.164
Professional Memberships	Local Government Act 1972 s.143
Planning	Local Government Act 1972 s.111
Training	Local Government Act 1972 s.175
Road Safety	Road Traffic Regulation Act 1984 s.72 / Local Government and Rating Act 1977 s.30 / Parish Councils Act 1957 s.3
Defibrillator	Public Health Act 1936 s.234
Playing Field	Local Government (Miscellaneous Provisions) Act 1976 s.19
Pedestrian Access Station	Highways Act 1980 s.43
Cemetery	Local Authorities' Cemeteries Order 1977 art 3.
Grants	Local Government Act 1972 s.137
Village Environment	Highways Act 1980 s 43 & 96 (footpaths/trees/verges)
Thames Path Signage	Local Government Act 1972 s.144
Community Gardens	Local Government Act 1972 s.124 & 126 / Small Holding & Allotment Act 1908 s.23 / Allotment Act 1950 s.9
Neighbourhood Planning	Local Government Act 1972 s.111 and Localism Act 2011 part 6
Village Web Site	Local Government Act 1972 s.142
Neighbourhood Watch	Local Government and Rating Act 1997, s 31
Publicity	Local Government Act 1972 s.111
Litter	Litter Act 1983 s.5 / LGA 1972 s.137
Parkers Bridge	
Agency Services	Local Government Act 1972 s.101
Chairman's Allowance	Local Government Act 1972 s.15
Miscellaneous	Depends on allocation of funds
Section 137	Local Government Act 1972 s.137
Reserves	Depends on allocation of funds

**RECEIPTS**

Grants	Depends on source
Agency Services	Local Government Act 1972 s.101
Burial Ground Fees	Local Authority Cemeteries Order 1974 s12
Playing Field	Depends on source
Business Account Interest	Local Government Act 1972 s 151
Miscellaneous	Depends on source
NS Bond Interest	Local Government Act 1972 sch 13 para 16

## **CONCLUSION**

The whole Council will review the Kemble and Ewen Parish Council Business Plan, in January 2024 to compare performance to plan.

The average cost for a Band D household in 2023 / 24 will be: £55.71 or just over £1 a week.

The Council will issue an annual report to all villagers in May 2024, which will include a review of the effectiveness of this budget and the progress made.

## **CONTACT DETAILS:**

### ***Parish Council Clerk:***

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Email: [clerk@kembleandewen-pc.gov.uk](mailto:clerk@kembleandewen-pc.gov.uk)

Web site: [www.kembleandewen-pc.gov.uk/](http://www.kembleandewen-pc.gov.uk/)

## Potential Projects for Future Business Plans

### 1. FIRST AID COURSES

- a. The Council will sponsor the provision of 1st Aid courses on a regular basis.
- b. These are an important factor in running a safe and vibrant village community.
- c. Individual village organisations would not be able to provide the necessary numbers to make courses viable.
- d. Certification is valid for 3 years so the next scheduled renewal course will be in 2023 and then in 2026.

### 2. TETBURY PATH

- a. The Parish Council supports attempts to open the disused railway line to Tetbury as a walking and cycle route.
- b. The Council is prepared to make a limited financial contribution if needed.
- c. This project is currently at a very early stage.

### 3. YOUTH CLUB

- a. Kemble & District Youth Club closed during 2013 due to lack of adults willing to help run it.
- b. The Council will fully support any attempt to revive the Club.
- c. There are funds left over from the previous Youth Club, which the Council holds separately from its main accounts. This money is available for the new club subject to Council consent.
- d. Consideration will also be given to sponsorship of alternative activities for young people subject to demand.
- e. The Council will continue to support appropriate initiatives from CDC and elsewhere for widening the range of local activities for young people.

### 4. NEIGHBOURHOOD WATCH

- a. The Neighborhood Watch scheme needs a new Coordinator to help revive the scheme.
- b. New Volunteers are always welcome; please contact the Parish Clerk if you would like to participate.
- c. The Council has always fully support the work of Neighborhood Watch but with the recent rise in Crime levels we have decided to allocate a small budget for this work so that funds are available when required

### 5. VILLAGE GATES

- a. Adding village gates, similar to those already installed on the A429 in Kemble, 2 priority locations are;
  - i. Entry into Ewen travelling from South Cerney
  - ii. Entry into Kemble travelling from A433 / Tarlton

### 6. BUS SHELTER

- a. Adding seating to the existing building
- b. Investigate options for screening to provide more protection from wind and rain

7. PLAYING FIELD

- a. Aim to improve facilities generally at the playing Field
- b. Provide changing facilities to promote team sports

8. LIGHT RAILWAY

- a. The council has supported the light Railway link to Cirencester feasibility study.
- b. The Council will decide its position on the project once the study is completed.

9. OUTDOOR GYM

- a. Develop an area of outdoor fitness equipment, free to use.
- b. Location has not been decided but Playing field is a possibility,

10. ENERGY MANAGEMENT INITIATIVE

- a. The Council supports this initiative
- b. Initially this will focus on solar panels link with an existing scheme in Somerford Keynes. There will be a discount for a bulk purchase.
- c. This initiative will also explore other options for heating homes that do not rely on gas or oil.