



KEMBLE & EWEN PARISH COUNCIL



Minutes of the the Annual Meeting of the Parish Council Held on Wednesday May 10, 2023 at 7.30pm in the Village Hall

Sarah Broadley, Parish Clerk Email: clerk@kembleandewen-pc.gov.uk Tel: 01285 770650

Present:

Parish Councillors: George Collins, Michael Binks, David Russell, Daniel Demain, Lester Napper, George Hilliar, Eric Silk & Lisa Hewett

District Councillor: Mike Mckeown (CDC)

County Councillor: Lisa Spivey (GCC)

Members of the Public: 4

- 23.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office** – Cllrs George Hilliar and George Collins were both proposed and seconded as chairman. Cllr Hilliar was elected based on a majority vote and **the matter was resolved**. Cllr Hilliar signed the declaration of acceptance of office
- 23.2 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**.
- 23.3 To hear any contributions from residents**
Agenda – issues identified trying to download from the website. Clerk to investigate
Thanks to Cllr Pettit – for all his work on the Parish Council over the last 25yrs +
Littler Pick/Coronation – Thanks to the Parish Council for their support with these events
- 23.4 To receive report** from District Councillor and discuss district matters relating to Kemble & Ewen
Graffiti – removed from roads in Kemble very swiftly
County Council Update – Lisa Spivey
Highways – TRO: yellow lines should be painted imminently in the village. Roads: some resurfacing work scheduled in the parish. Speed Limit: ongoing project
- 23.5 To receive any apologies for absence** - None
- 23.6 To receive any declarations of interest and remind all councillors to ensure register of interest forms correct and up to date** – None
- 23.7 To approve the minutes of the meeting held on April 11, 2023** - 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**.
- 23.8 To review committees, terms of reference and delegation** – It was proposed to continue with existing set up. This was seconded, all remaining councillors voted to agree and **the matter was resolved**.
- 23.9 To agree dates for meetings until May 2024** – It was proposed that monthly meeting take place on the second Tuesday of each month at 7pm in the village hall. This was seconded, all remaining councillors voted to agree and **the matter was resolved**.
- 23.10 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**.

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

23.12 To review and approve the following subscriptions and regular spend for 2023/24:

- a. ICCM - £100 pa
- b. GAPTC - £300pa
- c. SLCC - £140pa
- d. ICO - £35pa
- e. Clerk – Monthly Salary as per NALC contract plus expenses up to £50 per month
- f. Kemble Village Hall - Rent (£30pm)
- g. Lease for Playing Field (£50), Kemble Triangle (£1) & Community Garden (£50)
- h. Weekly Playground Inspections (£10 per inspection) & Quarterly Bench Inspections
- i. Monthly contribution to refreshments for litter pick (£75pm payable to D Keicher)
- j. Annual Insurance Premium (up to £2500)

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**.

23.13 To review and approve clerk annual pay increase from SPC 14 – SPC 15 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**.

23.14 To review and agree actions required regarding Parish Council telephone line – It was proposed to update the telephone number to 01285 770650. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

23.15 To review and agree 1yr maintenance contract for cemetery mowing and strimming – It was proposed to issue a 1yr contract as per previous year. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

23.16 To review draft heads of terms for Kemble Community Garden and agree response to CDC – It was proposed to seek input from KCG committee before responding to CDC. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

23.17 To review and agree bank signatories and actions required to make changes– It was proposed to remove Cllr Pettit, add Cllr Silk as a signatory and add clerk as admin only. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

23.18 To agree format and speakers for Annual Meeting of the Parish – It was proposed to hold a more interactive meeting to gain input from residents on Parish Council activity. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

23.19 To review and agree response to informal enquiry regarding Ewen summertime pop up community bar – The Parish Council had concerns regarding practicalities and the potential impact on local residents and would like to see consultation with residents in the vicinity.

23.20 Financial Matters

- a. To approve the following spend:
 - i. Training £50 – Being a better Councillor Part 1&2: David Russell - It was proposed to approve this. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- b. To review and approve the final year accounts for 2022-23 - It was proposed to approve the final year accounts subject to updating misc income to CIL. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.
- c. 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**.
- d. To review and approve payment schedule to May 10, 2022 It was proposed to approve the payments. This was seconded, all remaining councillors voted to agree and the **matter was resolved**.

23.21 Councillor Reports/Items to Note

- a. Ongoing Project
 - i. Road safety project – ANPR & HGV pilot scheme
 - ii. Cycle Paths – survey to be sent out to all residents
- b. Highways including Residents Parking Scheme – see above
- c. Police/Crime Cllr Russell advised the Police are looking to improve their presence in the village
- d. Village Appearance
- e. Playground Inspections – note recent inspection reports
- f. Youth facilities/plans – nothing to report
- g. Kemble Community Gardens – see above
- h. Kemble Airfield – nothing to report
- i. Cirencester Light Railway – nothing to report
- j. Planning items noted as follows:
 - i. 22/04499/COMPLY | Compliance with Conditions 5 (Traffic Management), 6 (Construction Management), 8 (Access Solar Farm), 13 (Tree Hedgerow Protection), 14 (Arboricultural Method Statement), 20 (Biodiversity Monitoring Strategy) and partial compliance with Condition 21 (Archaeology) of permission 22/04161/FUL - Installation of a solar farm comprising an array of ground mounted solar PV panels with associated infrastructure including housing for inverters, transformers and electrical equipment, a substation compound, fencing, security cameras, access tracks, associated landscaping and cabling for grid route of approx. 7.9 kilometres in length | Land At Grid Reference 398111 195688 Kemble Wick Kemble | **Awaiting Decision**
 - ii. 23/00486/FUL | Change of use of ground floor offices to residential use ancillary to existing dwelling and associated works | Linden House Limes Road Kemble | **Awaiting Decision**
 - iii. 23/00378/LBC | Installation of Tactiles to Platform 2 at Kemble Railway Station | Kemble Railway Station Windmill Road Kemble | **Awaiting Decision**
 - iv. 23/00646/FUL | Removal of Cement Render, refurbishment of dormers and replacement windows | 3 Kemble Park School Road Kemble

Chairman Signature _____ Date: _____

Kemble & Ewen Parish Council – Final Year Financial Summary 2022 / 23

PAYMENTS EX VAT	BUDGET	TOTAL	RECEIPTS	BUDGET	TOTAL
Employees	£7,000.00	£6,993.14	Precept	£27,943.90	£27,944.00
Administration	£5,000.00	£4,016.87	Grants	£0.00	£41.25
Grass Cutting	£7,000.00	£9,870.00	Agency Services	£900.00	£922.08
Professional Memberships	£700.00	£437.00	Burial Ground Fees	£0.00	£829.00
Training	£200.00	£0.00	Playing Field	£0.00	£0.00
Playing Field	£5,000.00	£2,387.85	Santander Savings A/c Interest	£0.00	£23.88
Cemetery	£2,500.00	£2,678.50	Santander Business A/c Interest	£0.00	£0.00
Grants	£700.00	£598.77	CIL (Community Infrastructure Levy)	£0.00	£2,937.55
Village Environment	£2,000.00	£80.00	NS Investment Account (re Youth Club)	£1.00	£1.71
Community Gardens	£300.00	£466.40	NS Bond Interest (re WHG)	£0.00	£91.63
Village Web Site	£250.00	£425.10	Community Gardens	£0.00	£0.00
Road Safety	£700.00	£0.00	Transfers from NS A/C	£0.00	£0.00
Defibrillator	£200.00	£613.00	Transfer from Business to Saving A/c	£0.00	£5,000.00
Litter	£200.00	£600.00	PC VAT refund	£0.00	£2,784.08
Contingencies	£5,000.00	£0.00			
Chairmans Allowance	£100.00	£0.00			
Parkers Bridge - footbridge	£1,000.00	£0.00			
Build Reserves (playground/cemetery)	£4,000.00	£0.00			
Kemble Green (previously Beehive)	£300.00	£0.00			
Kemble Kids	£400.00	£0.00			
Publicity	£500.00	£0.00			
1st Aid Courses	£500.00	£650.00			
Planning	£100.00	£0.00			
Jubilee Celebrations	£1,000.00	£1,341.86			
Village Archive	£500.00	£0.00			
TOTAL PC EX VAT	£46,160.00	£31,168.49	TOTAL (EXCLUDING NS INVESTMENT)	£28,843.90	£40,673.47
PC VAT		£2,730.61			
Transfers to NS A/C		£0.00	OVERALL TOTAL	£28,844.90	£40,676.18
Transfers Saving to Business A/C		£5,000.00			
TOTAL INCLUDING VAT		£38,899.10			
CASH BOOK STATEMENT OF FUNDS					
Cash Book balance b/f 06/04/22		£34,160.30			
Receipts		£40,673.47			
Payments		£38,899.10			
New Cash Book balance		£36,844.67			
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/o balances:					
Santander Savings Account 41987930		£9,133.94			
Santander Business Account 41987928		£29,410.93			
SUB TOTAL		£38,644.87			
Adjustments					
Income not yet banked		£0.00			
Unpresented cheques		£2,700.20			
Other		£0.00			
Cash Book balance		£36,844.67			
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		£1,837.29			
Interest		£1.71			
Closing Balance		£1,839.00			

Payment Schedule:

Payments April 12, 2023 – May 10, 2023



Pay Method	Invoice Date	To	Purpose	NET (£)	VAT (£)	GROSS (£)	Authorisation Minute Reference	Budget
BACS 40-23-01 31181203	04/05/2023	S Broadley	Salary – April 2023	514.99	0.00	514.99	22.11e & 22.118	Employee – Contained
BACS 08-32-10 12001039	04/05/2023	HMRC	PAYE Payment Ref: 214PN001916132401	0.20	0.00	0.20	22.11e & 22.118	Employee - Contained
BACS 60-83-01 20314459	02/05/2023	SLCC	Annual Membership	139.00	0.00	139.00	23.12c	Professional Membership - Contained
BACS 11-10-10 00065481	31/03/2023	D Keicher	Contribution to Refreshments provided at May Litter Pick £75.00 Reissue of April Litter Pick Chq 102719 – chq cancelled £75.00 Coronation Celebration Grant £1800	1950.00	0.00	1950.00	22.151a 22.151a 22.178	Litter – Contained Litter – Contained Coronation - Contained
BACS 20-84-58 00001848	08/04/2023	Kemble Village Hall	NB: Reissued payment – account closed before chq cashed Hall Rental & Phone Line	156.93	0.00	156.93	22.11f	Admin - Contained
BACS 30-93-48		Greenfield Garden Services	NB: Reissued payment bounced cheque	1293.50	258.70	1552.20	22.210b	Playground - Contained